

Note of Absence

Dear Teacher,

My Child, _____, was absent on _____
due to the following reason(s);

_____ illness _____ religious holiday

_____ family emergency _____ death in family

_____ other, please explain _____.

Sincerely,

Parent signature

** while we appreciate the phone call to notify of an absence, CPS policy requires a written note to **excuse** an absence, otherwise a child must be marked **truant**.