

EXPLANATION OF ABSENCE

I wish to advise that _____ Homeroom _____

(student's name)

(Please ✓ the appropriate box):

- was absent from school
- was late to school
- will need to leave school early, please provide time of departure _____ am / pm

On _____

(date)

Due to the following reason (Please ✓ the appropriate box):

- illness
- appointment
- family matter
- transport issues
- other

Has a Medical Certificate been provided? YES NO (Please circle)

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

On completion of the form, please hand it in to Student Services.