Dear Parent/Guardian

Our records show that your child ___________________________________ was absent on __________________________. At this stage we have not received a written explanation of the absence.

Under the requirements of the Education Reform Act of 1990 – Compulsory School Attendance, a written explanation is required to be submitted to the school.

If notification is not received within five (5) working days, the absence will be recorded as an “unexplained absence” in the class roll.

It would be appreciated if you could please complete the note below and return to school as soon as possible.

Yours faithfully

Principal

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**Explanation of Absence**

Name of student: _______________________________ Class: ____________

Date(s) of absence: ___________________________

Reason for absence: ____________________________________

________________________________________________________________________________________

Signed: _________________________________ Parent/Guardian