

ABSENCE NOTE

(Today's Date)

Good morning _____
(teacher name)

(grade level)

My child, _____ was absent from school
(name of student)

on _____ because she / he was out for _____.
(date(s) of absence) (reason for absence)

(parent signature)

(phone number)

Please attach any Doctor's notes if absence was for any medical appointments.

You may email any notes to Attendance Clerk Selena Sisnero:
ssisnero@poteetisd.org