Addendum one: Absent Note (English)

551 Thomas Street
Bethlehem, PA 18015

Dear Parent/Guardian:

The law requires a written excuse for every absence or tardiness. Excuses are due no later than the third (3rd) school session following the absence or tardiness. Please use the form below for absences or tardiness and return it to your child's teacher.

_____ / _____ / _____ _____ ____
Month Date year Teacher Grade

Please excuse _____ for being absent/tardy on ___ /___/___
Name of Student Month/Date/Year

Reason:
_____
_____

Sincerely,

_____ _____ / _____ / _____
Signature of Parent/Guardian Month Date Year