Date: _____
(today's date)

To the School Attendance Office:

My child,_____, was absent from school
(child's name)

on _____ for the following reason:
(date of absence)

Illness:_____
(brief description)

Family Illness:_____
(brief description)

Death in the Family:_____
(name and relationship)

Educational Opportunity:_____
(describe event)

Religious Observance:_____
(name of observance)

Unavoidable Medical or Dental Appointment: (Provide Doctor's Note)

Other:_____

Sincerely,

_____
(parent/guardian signature)