Elliott Heads State School

Unexplained Student Absence

Date: ______________________

Dear ______________________

Student ______________________

It has been noted that your child was absent from school on __________________________

As yet we have not received a note from you to explain his/her absence. Could you please complete the section below and return it to your child’s class teacher TOMORROW.

If you have already supplied this information to the school recently, please disregard this letter.

Kind regards

CATHARINA PATTERSON
Principal

ELLIOTT HEADS STATE SCHOOL - STUDENT ABSENCE RETURN FORM

I verify that my child ______________________ was absent from school on the following date/s: __________________________

Reason: ________________________________________________________________

Signed: __________________________ (Parent) Date: ____________________

(Principal)

Class Teacher