

Dear Parent/Guardian:

_____ was absent on _____.

Per Board of Education policy, written documentation is required when a child is absent from school. In order to excuse your child's absence, please complete the section below and submit this form to your child's teacher on the next school day. Thank you for your cooperation.

Sincerely,

Alison Salerno
Principal

Reason for absence

Teacher: _____

Parent Signature

Date