



Pendle Hill High School

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“Responsibilities Respect Rights”

ABSENCE NOTE

My Child _____ of Year _____
(First Name) (Family Name) (School Year)

A) has been absent

from school on the following dates: _____
(dates of absence)

The reason for the absence is: _____
(reason stated)

A medical certificate is attached Yes / No (please circle)

B) will be absent

from school on the following dates: _____
(dates of absence)

The reason for the absence is: _____
(reason stated)

A medical certificate will be forwarded Yes / No (please circle)

C) will be picked up

From school at _____ by _____
(time) (name of person)

The reason for the early departure is: _____

Other comments: _____

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____

Date: _____