REQUEST FOR ABSENCE DURING TERM TIME

To: Hammond Park Primary School

Re: ____________________________________________________________

(Student's name and room number)

The above student(s) will be absent from Hammond Park Primary School for the following dates:

________________________________________________________________

The reason is: ___________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________  _________________________
(Parent Name)                                 (Parent Signature)

Date: ______________________________

_______________________________________________________________
Office Use Only
Absence entered: ______________________  _________________________
(date entered)                          (staff signature)

Email sent to Principal, Associate Principals, Teacher(s)

S:\AdminShared\Administration Staff\850 Students\853 Attendance\Request for absence form.docx