

# ABSENTEE NOTICES

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Dear ..... Form .....

As parent / guardian of ..... Year .....

I wish to advise that on .....

he / she was / will be absent     failed to complete set homework     is requesting early departure     was / will be late

..... Time: ..... Time: .....

Reason .....

.....

Medical Certificate attached ..... Signature: ..... Date: .....

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