Absence Note

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The Department of Education requires a note of explanation for these absences within seven days of returning to school. In the space below would you please state why your child was absent including relevant dates. Please return the completed note to your child’s class teacher.

Thank you for your co-operation.

Class teacher ……………………………………………………………

Reason (if more than one date please state reason for each date)…………………………………………………………………………………………

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Signed (parent/guardian) …………………………………………..  Date  …………………
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