



# “EXPLANATION OF ABSENCE” (FORM II)

Teacher,

This note is to inform you that \_\_\_\_\_ missed  
(name of student)

school on \_\_\_\_\_ for the following reasons.  
(date of absence)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(parent signature)

\_\_\_\_\_  
(date)

For Office Use: \_\_\_\_\_ Approved by Teacher \_\_\_\_\_ Approved by Principal



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