

SAMPLE EXCUSE NOTE

Be sure to address all areas highlighted below.

(TODAY'S DATE):

Attendance Office,

Please excuse the absence(s) for my student, **(STUDENT'S FIRST AND LAST NAMES)**. The absence(s) is for the following date(s) **(LIST DATES OF ABSENCE)**. The reason for the absence(s) is **(EXPLAIN REASON)**.

(PARENT'S SIGNATURE)

(PHONE NUMBER)