To the General Office:

As parent/guardian of ____________________________________________ Year ____________

(Please print)

I wish to advise that the ABSENCE      LATE ARRIVAL      REQUESTED EARLY DEPARTURE

(please circle the appropriate comment)

On ______/_____/____ was/is due to _______________________________________________________________________________________

__________________________________________________________________________________________

*Late arrival at ____________ am/pm

*Requested early departure at ____________ am/pm

Medical Certificate enclosed YES

(please circle)

NO

(Signature of Parent)

Medical Certificate enclosed YES

(please circle)

NO

(Signature of Parent)

Medical Certificate enclosed YES

(please circle)

NO

(Signature of Parent)