



**NOTIFICATION OF STUDENT ABSENCE**

Date \_\_\_\_\_

Dear Mrs. Madigan,

I/we wish to inform you that our child/children:

Name \_\_\_\_\_

Grade \_\_\_\_\_

Name \_\_\_\_\_

Grade \_\_\_\_\_

Name \_\_\_\_\_

Grade \_\_\_\_\_

Will be absent from school on the following dates:

Last date at school: \_\_\_\_\_

Date returning to school: \_\_\_\_\_

Reason:

☐

Family holiday

Destination: \_\_\_\_\_

☐

Visit family

Destination: \_\_\_\_\_

☐

Other (please state reason): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐

I understand that I will advise the school if the above dates change or are extended in any way by phone or email to [principal@olsunshine.catholic.edu.au](mailto:principal@olsunshine.catholic.edu.au)

Parent name/s: \_\_\_\_\_

Signature/s: \_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_

COPY TO CLASSROOM TEACHER: \_\_\_\_\_