



NOTIFICATION OF STUDENT ABSENCE

Date _____

Dear Ms. Bertani,

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

Parent name/s: _____

Signature/s: _____

OFFICE USE ONLY
DATE RECEIVED: _____
COPY TO CLASSROOM TEACHER: _____