Dear Teacher,
______________________________  (name of student) in class___________ was absent
from school on ______________________________ (date) because he / she:

Please tick one

☐ Was sick (please specify) _________________________________________
☐ Had a medical or dental appointment
☐ Other (please specify) ____________________________________________

Yours Sincerely
________________________________ (parent / guardian)       /     /      (date)
Dear _____________________________

Your child ______________________________ of class ____________ was absent from school on ________________ (date).

No letter of explanation has yet been sent to school. Please complete the form below and send it with your child tomorrow.

_________________________  
Class teacher

My child was absent from school because he / she:

Please tick one

☐ Was Sick (please specify) ________________________________

☐ Had a medical or dental appointment

☐ Other (please specify) ________________________________

Yours Sincerely

__________________________________ (parent / guardian) / / (date)