

# Future Absence Notice

Dear Miss Gregory,

My child, \_\_\_\_\_, will be absent from  
school on \_\_\_\_\_ due to \_\_\_\_\_.  
(Date) (Reason)

S/he will be returning to school on \_\_\_\_\_.  
(Date)

Parent/Guardian Signature: \_\_\_\_\_

Please note: If the absence spans 2 or more academic days, the teacher may send work home prior to the dates listed above.

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