

SCHOOL EXCUSE LETTER

Student Name: _____

Date of Absence: _____

Grade/Class: _____

To Whom It May Concern,

Please excuse the absence of my child named above from school. The absence was due to a valid and legitimate reason, which complies with school policies and applicable laws. This letter serves as formal notification and verification of the absence. The student is expected to resume attendance promptly and to make up any missed assignments or coursework. This excuse letter is provided in good faith and to facilitate the student's continued academic progress.

Reason for Absence:

Parent/Guardian Information:

Full Name: _____

Phone Number: _____

Email Address: _____

Certification and Signature:

I hereby certify that the information provided in this excuse letter is true and accurate to the best of my knowledge and belief. I understand that providing false information may have consequences according to school policy and applicable laws.

Signature: _____

Date: _____

Additional Notes:

PARENT/GUARDIAN SIGNATURE

Signature: _____

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