

SCHOOL ABSENCE LETTER

To: _____

School Name: _____

School Address: _____

Student Information

Full Name: _____

Grade/Class: _____

Student ID (if applicable): _____

Absence Details

Date(s) of Absence: _____

Reason for Absence: _____

Medical Certification or Other Documentation

Is Documentation Attached? _____

(Yes / No)

Parent/Guardian Information

Full Name: _____

Relationship to Student: _____

Phone Number: _____

Email Address: _____

Statement of Truth

I hereby certify that the information provided above is true and accurate to the best of my knowledge. I understand that providing false information may result in disciplinary action in accordance with school policy and applicable state laws. I acknowledge that I am responsible for notifying the school promptly of any changes and for ensuring that the student complies with all attendance regulations.

Authorization and Signature

Parent/Guardian Signature: _____

Date Signed: _____

School Use Only

Received By: _____

Date Received: _____

Comments / Notes: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Original source of this document:

<https://letterdocs-us.com/school-absence-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letterdocs-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.