

SAMPLE ABSENCE NOTE

Required information is highlighted

September 24, 2008

today's date

My son, **John A. Student**, was absent
name of student

from school on **September 23, 2008**,
date of absence

because he was **sick with the flu**,
reason for absence

Thank you.

Mary C. Parent

parent's signature

301-555-1212

home phone number

301-555-1111

work phone number

240-555-2222