

FUTURE ABSENCE ADVICE

Dear Principal,

RE: (Student Name) _____ Rm: _____

(Student Name) _____ Rm: _____

(Student Name) _____ Rm: _____

(Student Name) _____ Rm: _____

I am writing to advise you that the abovenamed student/s will be away
from Millen Primary School from _____ (date)
to _____ (date).

Reason for absence:

☐ Family holiday

☐ Family bereavement

☐ Religious/cultural holiday

☐ Other: _____

Thank you

Parent Name

Signature

Date