



REQUEST FOR PERMISSION TO EXPLAIN OWN ABSENCES / LATES

❖ Five absences only per semester. You are responsible for your attendance.

Student's Name: _____ Homeroom: _____

Address: _____

Telephone: _____ Birth Date: _____

Do you live with your parents? Yes _____ No _____

Name of Parent / Guardian: _____

If not living with your parents – give emergency contact:

Name: _____ Telephone: _____

Dear Parent / Guardian:

Your son / daughter, _____ is requesting your permission to write his/her own notes to excuse lateness to or absence from school or leave school early due to an unforeseen circumstance or emergency.

Please sign this letter if you give your son / daughter permission to write their own notes under the circumstances outlined above.

Parent / guardian signature Date

I request permission to write my own notes for absences from class for emergency or unexpected circumstances.

Student signature Administration approval
Principal or Vice-Principal

Semester 1	
DATE:	STUDENT SIGNATURE

Semester 2	
DATE:	STUDENT SIGNATURE