To: Principal, Palm View Primary School

Informing School of Child's Absence During Term Time

I wish to inform that my child/ward will be absent from school on the following dates:

Name of Child	
Birth Certificate/FIN No	
Class	
Period of Absence	From To
Date returning to school	
Reason for absence	
Country travelling to (if the child is travelling overseas)	

I understand that during this period of absence, my child's/ward's attendance records will be reflected as 'Absent'.

I will undertake fully the responsibility of my child's/ward's progress in meeting formal curriculum learning outcomes to minimise disruptions to his/her learning progress and to ensure that he/she is sufficiently prepared for the rigour of school work upon his/her return.

_____   _____   _____
Name of person completing form   Signature   Date

_____   _____
Relationship to child/ward   Contact number
_____

For school use:

_____   Mrs Ming_Kum / Principal_____
Form Teacher's acknowledgement & Date   Principal's acknowledgement & Date