



# HFSE International School

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## Absence Excuse Form

Date \_\_\_\_\_

Dear Teacher,

My child \_\_\_\_\_ of class \_\_\_\_\_ will be absent/was absent  
from school on (date/dates) \_\_\_\_\_ for the following reason/s.

### Reason (check one) and attach documentation:

- Sickness \_\_\_\_\_  Holiday with the family \_\_\_\_\_  
 Appointment with \_\_\_\_\_  Other (please specify) \_\_\_\_\_

Explanation:

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\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\*\*Please return absence excuse form within 3 days of absence on or return to school.

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*“Every child can succeed, one Happy Family at a time”*