

EXCUSE LETTER FOR UNANTICIPATED ABSENCES

DATE: _____

Dear Mrs. Escarez:

Good day.

Please excuse my child for being absent on the indicated date(s) because of

- An Illness
- A Competition
- Personal reasons _____ (indicate reason(s))

Thank you very much.

NAME OF CHILD:	STRAND, GRADE AND SECTION:
PRINTED NAME OF PARENT OR OFFICIAL GUARDIAN:	DATE(S) OF ABSENCE:
PARENT'S OR GUARDIAN'S SIGNATURE:	

(Kindly attach supporting documents such as a medical certificate, a letter of invitation, etc. for prolonged absences – absences that are more than 3 days)



FOR APSAF ONLY

DATE RECEIVED:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
PROCESSED BY:	REASON FOR DISAPPROVAL: