



Killarney Secondary School

ABSENCE NOTE

STEP 1 Students / Parents: *Print out and fill out the following information
If you do not have a printer, pick up a paper copy in the office.*

Student First Name		Student Last Name			
Student #	Homeroom #: (Eg. 10H)	Circle ONE of 3 choices →	AM-Bik 1	PM-Bik 1	ALL DAY
			AM-Bik 2	PM-Bik 2	
Date(s) of Absence: FROM: Month: Day: Year:		Date(s) of Absence: TO: Month: Day: Year:			

✓ **REASON FOR ABSENCE: PLEASE SPECIFY:**

SICKNESS	What type? (OPTIONAL)
DOCTOR'S APPOINTMENT	Doctor/Dentist/Other?
EARLY DISMISSAL	Reason? (FIELD TRIP / TEAM GAME / OTHER)
FAMILY EMERGENCY	Please advise your Grade Counsellor or Vice Principal
FAMILY VACATION	Please complete the EXTENDED ABSENCE VACATION FORM (from the office)
OTHER REASON	Details?

STEP 2 Parents: *Please note that if the student is absent for (4 days or more), it is advisable to speak to their counsellor to arrange for a homework file to be set up at reception for pick up. If they will be going on vacation during their class time, then please fill out an EXTENDED ABSENCE report.*

Parent/Guardian Name: (Please print)	Parent/Guardian Signature:
Parent/Guardian Phone #	Parent/Guardian Email Address:

STEP 3 Students: *Fill in the blocks that you missed and obtain the signature from the teacher of that block to confirm your absence for the period of time that you have specified above.*

BLK	SIGNED	PRINT TEACHER'S NAME	BLK	SIGNED	PRINT TEACHER'S NAME
1-1			2-1		
1-2			2-2		
1-3			2-3		
1-4			2-4		
Other			Other		

STEP 4 Students: *Bring your completed / signed form to the office.*