



Addendum one: Absent Note (English)

551 Thomas Street  
Bethlehem, PA 18015

Dear Parent/Guardian:

The law requires a written excuse for every absence or tardiness. Excuses are due no later than the third (3<sup>rd</sup>) school session following the absence or tardiness. Please use the form below for absences or tardiness and return it to your child's teacher.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Month       Date       year**                                  \_\_\_\_\_  
**Teacher**    \_\_\_\_\_  
**Grade**

Please excuse \_\_\_\_\_ for being absent/tardy on \_\_\_/\_\_\_/\_\_\_  
**Name of Student**    **Month/Date/Year**

Reason:  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
**Signature of Parent/Guardian**                                  \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Month       Date       Year**