New Bedford Public Schools
Student Absence Notification Template

Parents: This is a helpful template that you may use anytime you need to submit a note regarding your child's absence. Please refer to pages 5-6 of the NBPS Attendance Protocol for a list of excused absences.

____________________________________ (Street)
____________________________________ (City, Zip Code)
____________________________________ (Home Telephone)
____________________________________ (Date)

Dear Principal ______________________,

The purpose of this letter is to request that you excuse the absence of my child,
____________________________________ (Name of Student), on ______________ __________. (Date(s) of Absence)

My child was absent from school for the following reason:
☐ An illness or injury
☐ A death in the immediate family
☐ Significant personal or family crisis
☐ Court appearance
☐ Medical or psychological test
☐ Religious holy day
☐ Visits to special education school
☐ Other: ___________________________________________________________

Please provide a brief explanation: (Additionally please attach any medical or other necessary documentation).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I understand that he/she must make up any class work and homework missed as a result of this absence.

If you have any questions, I can be reached either at work ______________________ (Telephone Number) or at home ______________________. (Telephone Number)

Sincerely, ___________________________________________ (Signature of Parent/Guardian)