

High School Absence Form

Student:	07	08	09	10
Parent/Guardian:				
Parent/Guardian Ph:				High School Fax: 02 61420334
Parent/Guardian Email:				

- Absence Form should be returned within **5 days** of student's return to High School. **Bundles of late notes may not be accepted.***
- When your child is absent from school, please notify the High School, preferably on the day he or she is away. Parents may call the High School or use the Appsence database.*
- If you are unsure of how to use the Appsence system, please contact the High School or refer to the Appsence Download form.*
- If your child is absent and a parent has not notified the High School, you will receive a SMS from Appsence indicating the child's absence. Please respond to this message, By filling in Appsence or ringing the school. Your response acknowledging the absence will be recorded and no further action is required. Only one form of notification is needed when reporting a child's absence, but an explanation must be given for every day absent.*

Note Attachments: Medical Certificate Letter Other (Specify): _____

From Day	To Day	Signature	Date signed
Date	Date		
Reason for Absence			

Date received:	Notes:				
Student services approved Y N	Attendance code:	Reviewed by:	Entered:	MAZE	App