

Student:	Year	
Parent/Carer:		
Parent/Carer Phone:		High School Campus 02 6142 0333
Parent/Carer 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 Campus or email MCSS.StudentServices@ed.act.edu.au
- If your child is absent and a parent/carer has not notified the High School, you will receive a SMS/email from MCSS indicating the child's absence. Please respond to this message, by emailing student services 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: _____ **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 on SENTRAL: Y