

Notification of a Student Absence

The Attendance Office would like to encourage parents/guardians and students > 18 years of age to use the following form, in place of hand written notes, when informing the Attendance Office of their son's/daughter's attendance at school. This ensures we receive appropriate information for our records.

Parents may also call the school to report their son's/daughter's attendance.

SCHOOL ATTENDANCE LINE

(905) 507-6666 Press 1

24 hours/day – 7 days/week

Student Name: _____ Date: _____

Please be advised that my son/daughter will be ...

- Absent on _____
- Signing in late on _____ Time: _____
- Signing out on _____ Time: _____

The reason for his/her absence/late from school is the following:

Excusable Absence/Late

- Medical/Dental appointment
- Ill
- Religious Event

Not Excusable Absence/Late

- Missed their Bus
- Slept in
- Studying/Homework or Assignment to complete
- Parent excused absence -Vacation/Sporting event
(Additional form to be completed for this absence by the student. Available in the attendance office)

Other: _____ Other: _____

Parent/Guardian Signature

Phone number

Student Signature

*St. Francis Xavier S.S. Administration Team and Secretaries
appreciates your continued support in keeping student attendance accurate and up to date.*