

School Excuse Letter For Being Absent

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April 23, 2024

Ms. Ellen Martinez
Principal
Somewhere Elementary School
456 Oak Avenue
Somewhere, CA 90210

Dear Ms. Martinez,

I am writing to explain the absence of my daughter, Emily Johnson, who is enrolled in the fifth grade at Somewhere Elementary School. Emily was unable to attend school on April 21 and 22, 2024, due to a high fever and flu-like symptoms.

We have taken appropriate steps to ensure that Emily remains up-to-date with her schoolwork. She has already contacted her teachers regarding the missed assignments and is committed to catching up as quickly as possible. We are also ensuring that she rests and recovers fully before returning to school to prevent the spread of illness to other students and staff.

Please let us know if there are any forms or additional documentation that we need to complete on our part or if there are further steps we need to take to ensure her smooth reintegration into the school routine.

Thank you for your understanding and support during this time.

Sincerely,

[Signature]

Laura Johnson