**Englisch**



Name and address of the school (Name und Anschrift der Schule)

**Absence of student due to illness**

Dear parents and guardians,

Please remember that you must **inform the school by phone** if your child is sick (at the following phone number: . The school must be informed by : on the day at the latest. When your child is well again, a **written apology** must be submitted in which you specify **when** and why your child could not attend school. The written apology can be entered into your child's communication notes/school planner. Please confirm the entry with your signature.

**Please note:**

Unexcused absence days will be included in the certificate.

Repeated absence without apology may lead to fines.

In the case of frequent absences, the school may request a medical certificate.

Kind regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School management (Schulleitung)

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scissors-clipart[1]

Child's name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that I have read and acknowledged the letter 'absence of student due to illness'.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, date (Ort, Datum) Guardian's signature (Unterschrift Erziehungsberechtigte/r)