

Instruction note



How to select the right excuse note form?

Should you **excuse** or **announce** your child's **absences** from school, **skip the PE lesson** due to an injury or illness, or **arrange a pick up for an afternoon play date**, please use the following forms:

- **Excuse note** – if your child is absent from school for a day or more, or they had been late for some lessons. You hand it in immediately upon the child's return to school, or the next day if the issue is being late for school. On the first day of absence, you should notify the teacher within 24 hours about the reasons of absence and how long it is expected to be.
- **Announcing absence** - should you need your child to miss school due to personal reasons, you need to announce it to your homeroom teacher in advance, if up to five working days. If it is more than five days, you should ask the permission from the principal, in writing.
- **PE excuse** – when your child is unable to exercise on a PE day, fill in this excuse note, and your child will give it to the PE teacher.
- **Exceptional pick up** – in case your child is picked up by someone other than the people on your pick up list (i.e. for an afternoon play date), fill this form in and give it to your homeroom teacher during the morning drop off.