

# Attendance Excusal

name: \_\_\_\_\_  
street: \_\_\_\_\_  
city: \_\_\_\_\_  
telephone \_\_\_\_\_

Kurfürst-Balduin-Grundschule  
Im Haag 5  
56759 Kaisersesch

(by fax: 02653/7179690)

attn. \_\_\_\_\_  
(teachers name)

Dear Mrs. / Dear Mr. \_\_\_\_\_.

My son/ my daughter \_\_\_\_\_ class \_\_\_\_\_

fell ill on \_\_\_\_\_ and will not be able to attend school probably till \_\_\_\_\_.

was unable to attend school on \_\_\_\_\_ due to illness.

was unable to attend school from \_\_\_\_\_ to \_\_\_\_\_ due to illness.

Please excuse my son/daughter from physical education on \_\_\_\_\_.

Please excuse my son/daughter from physical education from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_, \_\_\_\_\_  
(city) (date)

Mit freundlichen Grüßen,  
(Yours sincerely)

\_\_\_\_\_  
Parent signature

medical certificate etc. enclosed

If your child cannot attend school, a written excuse with reasons is required. Please have your child submit the excuse on the day he/she returns to school. Please do not forget to call school on the first day of your child's absence, before 8 a.m. ! Phone: 02653/8911