

## Request of absence

Your Name: \_\_\_\_\_

Student\ Student's name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Mrs Untersperger,

I am writing to request an excused absence for my child\children,

\_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_.

Reason of absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My child/ children are registered for school lunch

☐ Yes - I would like to deregister them for the duration of our absence.\*

☐ No

Yours sincerely,

Signature: \_\_\_\_\_

\* Please note - We need 14 days advance notice for any lunch changes.