

STUDENT ABSENCE LETTER 學生缺席信

JAMES WARD ELEMENTARY SCHOOL 華德小學

Date 日期: _____

Homeroom 班號: _____

To (Homeroom Teacher): _____
收件人姓名 (班主任 老師)

From (Parent/Guardian): _____
發件人姓名 (家長/監護人)

My child _____ was absent
我的孩子(姓名) _____ 沒有上學

from school on (date/s) _____
的日期

for the following reason/s:
因為以下的原因:

illness 生病 medical appointment 看醫生 other 其他 (be specific 具體說明):

If illness, what were the symptoms? (Check all that apply)
如果生病, 請問是什麼症狀? (選擇所有適用的)

allergies 過敏 asthma 氣喘 common cold 普通感冒
 diarrhea 腹瀉 fever 發燒 rash 疹子 vomiting 嘔吐
 other 其他 (please be specific 具體說明): _____

Was the child seen by a physician? 孩子有看醫生嗎? Yes 有 No 沒有

If yes, what was the diagnosis: _____
如果有, 診斷是什麼:

Recommended treatment: _____
建議治療方法:

Parent/Guardian Signature: _____
家長/監護人簽名:

(Please attach physician's note and/or authorization for medication whenever appropriate.
) 請附上醫生證明 和/或者 適當批准的藥物