



Killarney Secondary School

ABSENCE NOTE

(This paper note is for TEACHERS only)

Killarney Online Absence Report completed? YES NO

STEP 1 – Print out and fill out the following information: (Paper copies are in office)

Student First Name		Student Last Name			
Student #	Homeroom #: (Eg. 10H)	Circle ONE of 3 choices →	AM-Bik 1	PM-Bik 1	ALL DAY
			AM-Bik 2	PM-Bik 2	
Date(s) of Absence: FROM: Month: Day: Year:		Date(s) of Absence: TO: Month: Day: Year:			
✓ REASON FOR ABSENCE: PLEASE SPECIFY:					
	SICKNESS	What type? (OPTIONAL)			
	DOCTOR'S APPOINTMENT	Doctor/Dentist/Other?			
	EARLY DISMISSAL	Reason? (FIELD TRIP / TEAM GAME / OTHER)			
	FAMILY EMERGENCY	Please advise your Grade Counsellor or Vice Principal			
	FAMILY VACATION	Please complete the EXTENDED ABSENCE VACATION FORM (from the office)			
	OTHER REASON	Details?			
<p><i>Please note that if the student is absent for an extended amount of time (4 days or more), it is advisable to speak to their counsellor to arrange for a homework file set up at reception for pick up.</i></p>					
Parent/Guardian Name: (Please print)			Parent/Guardian Signature:		
Parent/Guardian Phone #			Parent/Guardian Email Address:		

STEP 2

Students: Please print Teacher's name in the correct block and obtain teacher signature.

BLK	SIGNED	PRINT TEACHER'S NAME	BLK	SIGNED	PRINT TEACHER'S NAME
1-1			2-1		
1-2			2-2		
1-3			2-3		
1-4			2-4		
Other			Other		

STEP 3 – Students: Please bring this completed form to the office.

Reminder: The ONLINE ABSENCE should be done as well – if you have not entered one – go to killarneysecondary.com / parents / online absence and type in your absence as soon as possible.