



# 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 #	Grade	Circle →	AM-Bik 1 AM-Bik 2	PM-Bik 1 PM-Bik 2	ALL DAY
Date(s) of Absence: <b>FROM:</b> Month:                      Day:                      Year:		Date(s) of Absence: <b>TO:</b> Month:                      Day:                      Year:			

✓ **REASON FOR ABSENCE: PLEASE SPECIFY:**

<b>SICKNESS</b>	What type? (OPTIONAL)
<b>DOCTOR'S APPOINTMENT</b>	Doctor/Dentist/Other?
<b>EARLY DISMISSAL</b>	Reason? (FIELD TRIP / TEAM GAME / OTHER)
<b>FAMILY EMERGENCY</b>	Please advise your Grade Counsellor or Vice Principal
<b>FAMILY VACATION</b>	Please complete the EXTENDED ABSENCE VACATION FORM (from the office)
<b>OTHER REASON</b>	Details?

*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.*

Parent/Guardian Name: (Please print)	Parent/Guardian Email Address:
Parent/Guardian Phone #	

### 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](http://killarneysecondary.com/parents/online-absence) and type in your absence as soon as possible.*