



(Name und Anschrift der Schule)

Absence of student due to illness

Dear parents and guardians,

Please remember that you must **inform the school by phone** if your child is sick (at the following phone number) (Telefonnummer des Sekretariats): _____. The school must be informed by (Uhrzeit) ____ : ____ on the day at the latest. When your child is well again, a **written apology** must be submitted in which you specify when and why your child could not attend school. The written apology can be entered into your child's communication notes/school planner. Please confirm the entry with your signature.

Please note:

Unexcused absence days will be included in the certificate.

Repeated absence without apology may lead to fines.

In the case of frequent absences, the school may request a medical certificate.

Kind regards,

School management (Schulleitung)



Child's name: _____

I hereby certify that I have read and acknowledged the letter 'absence of student due to illness'.

Place, date (Ort, Datum)

Guardian's signature (Unterschrift Erziehungsberechtigte/r)