

## Excuse Note

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

Name of the student: \_\_\_\_\_

Class: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of absence:  
(from-to) \_\_\_\_\_

Name of the parents:  
(in block letters) \_\_\_\_\_

Signature of the parents: \_\_\_\_\_

Annex IV to the School Regulations dated 23<sup>rd</sup> June 2021 "Policy regarding absent periods" shall apply.

Pursuant to Point 2. (2) of Annex IV to the School Regulations, the excuse note must be sent by e-mail to the class teacher and must be received by the 3<sup>rd</sup> day of absence at the latest.