



NARARA VALLEY HIGH SCHOOL  
**A NOTE TO THE OFFICE**

Student \_\_\_\_\_ Yr \_\_\_\_\_

Parent/carer \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

**Total or partial absence:**

Absent  Late Arrival time \_\_\_\_\_

Early Leaver time \_\_\_\_\_

**Reason for absence:**

Sick  Other (Please specify) \_\_\_\_\_

Hospitalisation \_\_\_\_\_

Attending appointments \_\_\_\_\_

**Parent Signature:**



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