



Dear Parents:

When your child is absent from school for three or more days, our school requires a statement indicating the reason for the absence, and that the child is returning to school and may follow a regular class schedule.

If the child has been ill, a parent or physician must complete this form, and indicate that the child may return to school and is not contagious to others. We will not readmit a child after an absence due to illness without first receiving a written statement. Please complete this form, or prepare another using this language, and return it to your child's teacher.

If the child has been away for a family event, a parent must complete this form indicating the nature of the absence.

Thank you for your cooperation in this regard. Please contact the school Office should you have any questions.

Sincerely,

Suzanne Funk
Director

(Please cut here)

To Geneva Day School:

_____ was absent from Geneva Day School from _____ to _____
(Child's Name) (Date)
_____ due to _____
(Date) (Nature of Absence)

He/She is now well enough to return to Geneva Day School and follow a regular Nursery School schedule.

Parent Signature

Date