

## Sample Note to Send to School

Here is an example of a letter or message to send the school when your child misses school. You can use this to write a letter by hand or use it to send a text message or email to your child's teachers or school. All you need to do is add your information.

Dear {write the name of the school staff member},

Please excuse my child {write your child's name} for missing school on {write the date your child missed school} because {write the reason your child missed school}. You can contact me at {write your phone number, email, or the best way the school can contact you} if you need more information from me.

Thank you,

{Sign your name here}

*These resources aim to bolster academic, student wellness, and college and career outcomes for Ohio's multilingual learners. Resources were created through a collaborative effort between the Ohio Department of Education and Workforce and The Ohio State University's Center on Education and Training for Employment along with a dedicated group of family advocates, community leaders, school district personnel, and teachers.*