

## Parent Documentation for Absence

Schools are required to report a student's absence accurately. Students and their parents/guardians must provide documentation to the school for all absences either before the absence occurs or as soon as the student returns. Please complete this form and return it to the school to document any absence. Any absences not appropriately documented will be reported as unexcused.

Student name: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

For partial-day absences, please indicate the time the student arrived and left the school:

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**Please list the specific reason(s) for the absence:**

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Parent/Guardian Signature: \_\_\_\_\_

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

## Hati ya Mzazi ya Kutokuwepo

Shule zinatakiwa kuripoti mwanafunzi kutokuwepo kwa usahihi. Lazima wanafunzi na wazazi/walezi wao watoe hati shuleni kwa ajili ya kutokuwepo, kabla ya kutokuwepo au punde tu mwanafunzi atakaporudi. Tafadhali jaza fomu hii na uirejeshe shuleni ili kuweka kumbukumbu ya kutokuwepo yoyote. Kutokuwepo kwokote ambayo haijawekwa kumbukumbu ipasavyo, itaripotiwa kama isiyokuwa na ruhusa.

Jina la mwanafunzi:

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Tarehe ya kutokuwepo: \_\_\_\_\_

Wakati hutakuwepo kwa muda fulani, tafadhali onyesha wakati mwanafunzi alifika na kuondoka shuleni:

Wakati wa Kuwasili: \_\_\_\_\_ Wakati wa Kuondoka:

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**Tafadhali orodhesha sababu mahususi za kutokuwepo:**

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Saini ya Mzazi/Mlezi: \_\_\_\_\_

Tarehe: \_\_\_\_\_