



LOURDES SCHOOL QUEZON CITY  
Grade School Department  
**ABSENCE/TARDINESS EXCUSE FORM**

The Assistant Principal-Student Affairs

Dear \_\_\_\_\_:

My child / ward \_\_\_\_\_ of \_\_\_\_\_ (Grade and Section)

was ( ) absent ( ) tardy on \_\_\_\_\_ due to \_\_\_\_\_

Respectfully yours,

\_\_\_\_\_  
Signature over Printed Name of Parent / Guardian

Note: Please read the reminders at the back.

**Action Taken by the APSA Office:**

Excused	Advised to clinic to go home ( ) a.m.( )p.m. Time: ( )
Unexcused	Parent/s will be invited for a conference
Half day ( )a.m. ( )p.m. Time in:	To be given warning due to excessive ( ) absences( ) tardiness
W/ official medical certificate	To be given posting due to excessive ( ) absences( ) tardiness
W/out official medical certificate	For Verification
Asked to submit medical certificate	



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