



**CARDINAL CARTER CATHOLIC HIGH SCHOOL**

**210 Bloomington Road West  
Aurora, Ontario L4G 3G8  
905-727-2455 Fax: 905-727-9568**

Parents /Guardians are asked to phone the school to inform us of a student's absence. Upon returning to school students should bring a letter from home indicating the reason. If a student is absent for a prolonged time a medical note should be provided. Below is a template for documentation of a student's absence. Please feel free to use it.

Documentation of Absence

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

\_\_\_\_\_  
**Grade**

Dates absent: d/m/y

Reason for Absence

_____
_____
_____
_____

\_\_\_\_\_  
Parent / Guardian signature