



**OAKLEIGH
GRAMMAR**

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Oakleigh VIC 3166

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ABN 32 337 676 694
CRICOS Registration Number 03423G

STUDENT TEMPORARY ABSENCE FORM

Date _____

Principal
Oakleigh Grammar

Dear Mr Robertson

I wish to inform you that my child/children will be absent from school due to:

From (date) _____ to (date) _____

Child _____ Year _____

Child _____ Year _____

Child _____ Year _____

Parent/Guardian Full Name _____

Parent/Guardian Signature _____

OFFICE USE ONLY

Received (date) _____ Scheduled absence entered on system (date) _____

Email informing Home Group Teacher/Year Level Leader/HOS/MS or SS Coordinator _____

HOS/Coordinator signature _____

File in student file _____

