



# Application to Excuse Absence\*

for missed lessons

**Please excuse my child's /my absence**

\_\_\_\_\_  
(Student name )

**Year/Class:** \_\_\_\_\_

**Advisory teacher/ tutor:** \_\_\_\_\_

**Time:**

Date \_\_\_\_\_

or

from \_\_\_\_\_ until \_\_\_\_\_

Missed lessons \_\_\_\_\_ until p. \_\_\_\_\_

**Reason for absence (please explain briefly)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name in print, signature of parent or legal guardian

\* from day 3 of absence AND for doctor's appointments, missed major tests (Klassenarbeit/Klausur) AND directly before and after holidays, students must hand in a doctor's note. All excuse notes must be handed in one week upon student's return to school at the latest.

Please see the Senat's guidelines for application of leave for religious holidays:  
<https://www.berlin.de/sen/bjf/service/kalender/ferien/artikel.420979.php>