



Schule Forsmannstraße
Grundschule mit Vorschule
in Winterhude

How to properly report your child's illness and provide an excuse letter

Hamburg, October 17, 2024

Dear Parents,

In light of recently introduced changes, we would like to inform you again in a consistent manner about the correct procedure for reporting your child's illness to the school. It is very important to us that this process runs smoothly, so we can accurately record, track, and appropriately handle your child's absences.

Please follow these steps if your child is ill:

1. **Report the illness by phone in the morning:** Please notify the school office by phone **by 7:30 a.m. on the first day of illness**. If we are unable to take your call personally, please leave a message on our answering machine. This way, we are informed in a timely manner and know your child will be absent. If it is foreseeable that the illness will last for several days, please report the illness for multiple days in advance.

School office phone number: 040 428 93 67 0

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2. **Written excuse: In addition** to the phone notification or reporting of an absence for individual periods (e.g., your child has a doctor's appointment during the 1st and 2nd period), **we require a written excuse**. This written excuse must be submitted to your child's teacher **not later than three days after your child returns to school**. Absences (including tardiness) that are not excused in writing must be recorded and reported on the report card. The **school's official excuse form** can be found on our website.

Thank you very much for your cooperation and support in this important organizational process. If you have further questions, please feel free to contact the school office or your child's teacher.

Best regards,

Alexandra Raza und Carolin Ludwigs

Schulleiterin

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