



Jamiatul Ulama (KZN)

# TAILIMI BOARD

## Letter for Absentee

RP. 5.

Madrasah: \_\_\_\_\_ Grade: \_\_\_\_\_

Mu'allim/ah: \_\_\_\_\_

*Assalaamu alaykum wa rahmatullahi wa barakaatuhu*

Respected Parent

This to hereby inform you that your son / daughter \_\_\_\_\_ has been continually absent / late on many days. It would be most appreciated if a meeting could be held between yourself and the Madrassah Mu'allim/ah, or the aforementioned teacher could be contacted telephonically at:

Tel.: \_\_\_\_\_ Cell.: \_\_\_\_\_

It is only through punctuality in class that excellent results can be achieved.  
Waiting for your response

*Jazakumullah*

*Was Salaam*

\_\_\_\_\_  
Mu'allim/ah

\_\_\_\_\_  
Date

.....  
**Response slip: Please return**

I, \_\_\_\_\_ the parent / guardian of \_\_\_\_\_, do hereby confirm letter of receipt of a letter with regards to my son / daughter's absenteeism / late coming.

I would like to:

arrange a meeting with the Mu'allim/ah or Supervisor for the :

(date) \_\_\_\_\_ at (time) \_\_\_\_\_  
(to be confirmed by the Mu'allim/ah or Supervisor at his or her convenience).

contact the Mu'allim/ah or Supervisor at the above mentioned telephone number at the earliest opportunity

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date