

Notice of Absence from Nursery School

Date:

To the Executive Vice President (for Human Resources, Personnel Administration, Environmental Security and Facilities):

Parental Guardian Address:

Name:

Affiliation:

Job Title:

I hereby notify you of my intention to effect the absence of the child concerned from the nursery school as follows.

Name of the nursery school			
Name of the enrolled child		Date of birth	Born on (Age:)
Duration of absence	Dates from to		
Reasons for absence			

* Submit this notice to the nursery school concerned at least one month prior to the month of absence. The relevant childcare service fees will still be charged for the period of absence.

* In the case of any change in the period of absence, promptly contact the Human Resources and Planning Division, Human Resources and Planning Department, Tohoku University (Tel.: 022-217-4811).

.....

(You do not need to fill in the following.)

Date of receipt Kawauchi Keyaki Nursery School:
 Aobayama Midori Nursery School:
 Human Resources and Planning Div., Human Resources and Planning Dept.: