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Examples of Medical Notes

Medical Note Checklist (Must include ALL of the following):

- ☐ Does it include the student's first and last name and the date?
- ☐ Does the note clearly state that the student **is unable to attend school**?
- ☐ Does it specify **when** the period of absence starts (and ideally ends)?
- ☐ Is it written by a **regulated health professional**? (list of approved professionals is included on [APC048 - Medical Absence Form](#)) Note: A community-based Registered Social Worker may also write medical notes to excuse mental health related absences.

✓ Example 1 – Appropriate Medical Note

Date: September 19, 2025

To Whom It May Concern,

This is to confirm that **Student A (DOB: 2008-02-12)** is under my care. Student A has been **unable to attend school** beginning on **September 15, 2025**. His absence is medically required and will continue until **September 29, 2025** (inclusive).

Sincerely,

Dr. John Smith, MD
CPSO #123456

✓ This note meets criteria to excuse the student's absence because:

- It clearly states that the student is **unable to attend school**.
- It provides a **start date** and an **end date** for the excused medical absence (*if no end date specified, a note can be considered valid until the end of the current school year as needed)
- It is written by a **regulated health professional**

✓ Example 2 - Appropriate Medical Note

Date: September 19, 2025

To Whom It May Concern,

This is to confirm that **Student A (DOB: 2008-02-12)** is under my care. Student A has been **unable to attend school for medical reasons** as of **September 15, 2025**. At this time, we are unclear on the timeline for his return to school. We will keep you apprised as we continue to assess his needs.

Sincerely,

Signature
Dr. John Smith, MD
CPSO #123456

✓ This note meets criteria to excuse the student's absence because:



- It clearly states that the student is **unable to attend school for medical reasons**.
- It provides a **start date** for the excused medical absence (*if no end date is specified, it can be considered valid until the end of the current school year as needed)
- It is written by a **regulated health professional**

✗ Example 3 - Insufficient Medical Note

Date: September 19, 2025
To Whom It May Concern,

This is to confirm that **Student A** was recently seen at our office for health concerns which may impact his attendance.
Sincerely,

Dr. John Smith, MD
CPSO #123456

✗ This note is not sufficient to excuse the student's absence because:

- It does not explicitly state that the student is **unable to attend school**.
- It does not provide a **start date and ideally, an end date** for the period of absence.

✗ Example 4 - Insufficient Medical Note

Date: September 19, 2025
To Whom It May Concern,

This is to confirm that **Student A** has been seen by our office for assessment of mental health concerns. These concerns have been impacting his ability to cope with the demands of school. Accommodations in the school environment are recommended to assist him with these difficulties.
Sincerely,

Dr. John Smith, MD
CPSO #123456

✗ This note is not sufficient to excuse the student's absence because:

- It does not explicitly state that the student was **unable to attend school** due to the identified concerns
- It does not clearly excuse the student's absences and only asks for accommodations at school
- It does not provide a **start date and ideally, an end date** for the period of absence