



My child is sick – what do I have to do?

If your child is sick for 1 or 2 days:

- You **have to** call the school office (*Sekretariat*) **before** 8:00 am on each sick day.
- The phone number is (+4930) 45 30 87 10.
- If your child is obliged to hand in a doctor's note (*Attestpflicht*), you have to take your child to the doctor on the 1st day.

When is my child obliged to hand in a doctor's note (*Attestpflicht*)?

- *In any case: If you have been told in a letter by the head of school (Attestpflicht 1. Tag).*
- *On the day of a class exam, the teacher may tell you that your child needs a doctor's note (Krankschreibung) for this day.*

If your child is sick for 3 days:

- You **have to** write a sick day message (*Entschuldigung*). You may use the help below.
- You take the sick day message to the school office.

If your child is sick for 4 or more days:

- You take your child to the **doctor**.
- The doctor issues a **doctor's note (Krankschreibung)**.
- You take the doctor's note to the **school office (Sekretariat)**.

If you have any questions:

- Feel free to call the school's social workers (*Schulsozialarbeit*).
- The phone number is (+4930) 45 30 87 38.

Here is some help for writing a sick day message (*Entschuldigung*):

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Entschuldigung bei Krankheit

Mein Sohn / meine Tochter _____ *full name of your child* _____ class _____
My son / my daughter _____

war am / vom _____ bis _____ nicht in der Schule.
(dates of sick days)

Grund:
(Reason) _____

Ich bitte, sein / ihr Fehlen zu entschuldigen.

Berlin, den _____ date _____ signature (mother/father)

