

Appendix A

Current date

Name

Address

Address

Dear Mr. And Mrs. :

As described in our school's student handbook, we request that parents or guardians call us at 000-000-0000 before 9:00 a.m. on the day of their child's absence to inform us of the absence and reasons for the absence. According to our attendance records, your son/daughter _____ is absent from school today and we received no contact from you. Please notify me immediately if _____ had a legitimate reason for being absent from school today. Unless we receive an acceptable excuse of _____'s absence, which is defined by school board policy, _____ is unexcused from school and is expected to return to school tomorrow. In unexcused absence situation, students should report to my office immediately upon return to school.

I await your response.

Sincerely,

Associate Principal