

.....学校 (SCHOOL)教育局 (SCHOOL DISTRICT)

家长或监护人 (TO THE PARENT OR GUARDIAN):

学生 (STUDENT NAME).....教室/教师号 (ROOM OR ADVISORY NO).....的出勤纪录表明他 (她) 于下列日期没来上学 (HAS BEEN RECORDED AS ABSENT ON THE DATES INDICATED BELOW)。

如果您想与我们讨论有关该学生的出勤的问题以及改善学校的事宜，我们很愿意邀请您来校或者给我们打电话。(WE WILL BE GLAD TO TALK OVER THE PUPIL'S ATTENDANCE AND SCHOOL PROGRESS.)

电话号码 (TELEPHONE NO.).....

请找 (PLEASE ASK FOR).....接电话

旷课日期 (DATES OF ABSENCE):

.....
.....
.....

谨此 (VERY TRULY YOURS)

.....
校长 (PINCIPAL)