

Attendance Letter

Your child _____ was recently absent from school on _____ for the following reasons:

(Circle appropriate reason)

- A. Personal Illness
 - B. Family Illness
 - C. Doctors/Dentist appointment
 - D. Funeral
 - E. Family Emergency
 - F. Other: _____
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Please return this note with your signature to the middle school office immediately upon your child's return to school.

Parent/Guardian Signature

Thank you for giving this your attention,

Donald W. Gliebe
Principal – River Valley Middle School
(740)725-5700

In the future, any time your child is absent from school please accompany a note of reason upon his/her return.