Insert school logo and conta	acts	here
------------------------------	------	------

Attendance Record / 出勤記錄		
Dear Parents / 貴家長		
of whole day absences, class period absence		
achievement. I am providing a copy of your pattern of absence continues he/she will be	a direct correlation between as student's attendance and son/daughter's attendance because I am concerned that if this disadvantaged due to the volume of work missed. / 您有所知學生尔兒子 / 女兒的出席記錄,因我非常關懷如果這繼續下來您的孩子會	
are fully aware of his attendance. It is some	d to raise your awareness regarding this issue. It may be that you times difficult to be aware of the overall impact of regular absence / 道他的出席情况。有時是難以了解常常缺席的後果	
If you would like to discuss this matter furthe 請用以下聯絡	er, please contact me at school / 如要您要和我再进一步的商討這事	
Yours sincerely / 您誠懇的		
Dean Year / 級主任		
Phone / 電話Email / 電子郵件		

Form 8 – Attendance Record Chinese (Traditional)