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## Absence Report for Marshall University H.E.L.P. Program

This report is generated by the staff of Marshall University H.E.L.P. Program outlining your student's attendance.

**If you have questions, contact Sara Barker at (304) 696-6312 or [barkers@marshall.edu](mailto:barkers@marshall.edu)**

**Do not respond to the email from which this report originated.**

Dear \_\_\_\_\_,

I am sorry that you were unable to make your appointment today,

\_\_\_\_\_ at \_\_\_\_\_. This is absence number \_\_\_\_\_ so far this

semester. Remember, your next scheduled appointment is on:

\_\_\_\_\_ at \_\_\_\_\_. I hope to see you then.

**DON'T FORGET: Every absence is reported to your parents.**

Sincerely,

Lock form:

**WE ARE... MARSHALL.**

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