



College of Education and Professional Development  
Barbara P. Guyer National Center for H.E.L.P.

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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.

I have this absence recorded as a:

Remember, your next scheduled appointment is on:  
at

Sincerely,

cc: Sara Barker, Coordinator, Skills Development

Lock Form:

**WE ARE... MARSHALL.**

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