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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 Diane Williams at (304) 696-6311 or williamd@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:

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