

Insert school logo and contacts here

Attendance Record / 出勤記錄

Dear Parents / 貴家長

Please find enclosed a copy of’s attendance record which provides an overview of whole day absences, class period absences and instances of lateness, for the year to date. / 請您參閱付上.....今年至今的 出勤記錄，包括一整天沒有上課，某節課缺席，還有遲到。

As you are probably aware there is usually a direct correlation between as student’s attendance and achievement. I am providing a copy of your son/daughter’s attendance because I am concerned that if this pattern of absence continues he/she will be disadvantaged due to the volume of work missed. / 您有所知學生的出席和他的成績有直接的關係。我現付上你兒子 / 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漏了很多課業對他 / 她很不利

I provide this record for your information and to raise your awareness regarding this issue. It may be that you are fully aware of his attendance. It is sometimes difficult to be aware of the overall impact of regular absence / 我給您這信息讓您了解這情況。或許您已知道他的出席情況。有時是難以了解常常缺席的後果

If you would like to discuss this matter further, please contact me at school / 如要您要和我再进一步的商討這事請用以下聯絡

Yours sincerely / 您誠懇的

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Dean Year / 級主任

Phone / 電話

Email / 電子郵件