



MEMORANDUM

PARENTS ARE REQUESTED TO CALL THE SCHOOL NURSE ON OR BEFORE THE DAY THEIR CHILD IS ABSENT. VOICEMAIL MESSAGES MAY BE LEFT 24 HOURS A DAY.

MESSAGES REGARDING ABSENCES SHOULD STATE THE CHILD'S NAME, REASON FOR ABSENCE, HIS/HER TEACHER AND WHETHER THE CHILD WILL BE ABSENT FOR MORE THAN ONE DAY.

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