

First Reminder

Date: \_\_\_\_\_

Dear Parent:

\_\_\_\_\_ was absent from CCD class this week. As you know, only three more absences, excused or unexcused, are allowed for your child to remain in this year's program.

Signature: \_\_\_\_\_

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Second Reminder

Date: \_\_\_\_\_

Dear Parent:

\_\_\_\_\_ was absent from CCD class this week. As you know, only two more absences, excused or unexcused, are allowed for your child to remain in this year's program.

Signature: \_\_\_\_\_

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Third Reminder

Date: \_\_\_\_\_

Dear Parent:

\_\_\_\_\_ was absent from CCD class this week. As you know, only one more absences, excused or unexcused, are allowed for your child to remain in this year's program.

Signature: \_\_\_\_\_

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FINAL NOTICE

Date: \_\_\_\_\_

Dear Parent:

\_\_\_\_\_ was absent from CCD class this week. As you know, no more absences are allowed for your child to remain in this year's program.

Signature: \_\_\_\_\_

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DISMISSAL NOTICE

Date: \_\_\_\_\_

Dear Parent:

\_\_\_\_\_ was absent from CCD for the fifth time. As you know, your child has now exceeded the allowed number of absences, excused or unexcused, and is no longer part of this year's program. You may register your child again next year for the same class.

Signature: \_\_\_\_\_

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