



# Central Queensland Christian College

*For Christ Alone*

\_\_\_/\_\_\_/2011

Dear Parents,

Our Roll indicates that your child/ren \_\_\_\_\_  
arrived late/were absent on the following days with no explanation:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

For the purpose of maintaining accurate attendance records could you please sign the following acknowledgment that you were aware of these late arrivals/absences and return to the class teacher.

Yours sincerely,

Helen Winters  
Secretary

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I am aware that my child/ren was/were late on the above dates.

Signed: \_\_\_\_\_  
Parent/Guardian