

Absence Notification and Newsletter Emailing



Household contact: _____

Student name: _____ Homeroom _____

October, 2018

Dear Parent/Carer

Ongoing development of the Catholic Education Office's administration software will allow the College to SMS parents of outstanding absences. The College newsletter will also become an electronic version only.

As part of this process you are asked to nominate ONE mobile phone number and email address.

The data that you provide below can then be updated in the College's administration system. Please note that as this mobile will be used to notify unexplained absences a confirmation call will be made if the number differs from our current data.

Parent Name *(please print)*

Relationship *(eg mother)*

Parent Mobile Number

Parent Email Address

If you have any questions in regard to this letter or any other questions concerning attendance, please do not hesitate to contact the College.

Please return this form to the College by 26th October, 2018.

Yours faithfully

A handwritten signature in black ink that reads 'S Humphries'.

Mr Simon Humphries
Assistant Principal