Dear Parent

Sub : Shortage of Attendance

Your Son /daughter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ studying in class \_\_\_\_\_ is under SHORTAGE OF ATTENDANCE in the class. Following in the attendance position at the end of \_\_\_\_\_\_\_ 2019 which should be minimum 75% as per the KVS/CBSE norms.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl No. | Name of Student | Total Meeting held | Total Meeting Attended by the student | Percentage of Attendance |
| 1 |  |  |  |  |

Kindly meet the undersigned to discuss the matter to avoid the future inconveniences.

Father: Mother:

Class Teacher Signature of Parent Principal

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