Dear Ms. Potts,

This letter is to inform you of the reasons for the high number of absences at Burleson Elementary on February 15, 2016. According to the attendance clerk records and nurse notes, there are 18 doctor notes (excuses), 46 call-ins for illnesses, and 3 students were sent home from school by the nurse.

Sincerely,

Gradin Harcia
Evelyn Garcia, Principal

Norma Rojo, Attendance Clerk
Norma B. Royo

Beth Wilkerson, RN

Bon Wellason, RN