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| ***These templates are designed to be used with Outlook’s template feature (see*** [***this tutorial***](https://mhs.host.net.nz/2022/02/15/email-templates-outlook/) ***for setting up template). When you create your template, please edit the tutor name at the end of the template. When you use the template, you will need to remember to edit the student name and date.*** |

**Attendance mtxt**

Hi, **name** missed school today (**date**). Can you please txt back the reason to avoid truancy consequences. Thanks

# **All Day Attendance**

Hi,

This is a semi-automated message to let you know that our system shows that **name** was not at school today.

Can you please let me know the reason for the absence. I have changed the attendance code to 'T' and am keen to update this to the correct code.

If you have already called / emailed us to let us know about the absence - then you are getting this email because there is sometimes a lag between messages being received by our attendance staff and getting onto our system.

Going forward, the easiest way to notify us of an absence for students in 9MGK is to email me directly. In general, you can email attendance@masseyhigh.school.nz and that will also work (although there might be a bit of a lag).

Kind regards

**<Tutor Name>**

**Single Period Absence (Female)**

Hi,

Hope your day is going well.

**Name** was marked ? on KAMAR for P**?** today.

I have marked her as being ‘T’ – if she was late, can you please fix this. If she was completely missing, then no further action is required.

Kind regards

**<Tutor Name>**

# **Single Period Absence (Male)**

Hi,

Hope your day is going well.

**Name** was marked ? on KAMAR for P**?** today.

I have marked him as being ‘T’ – if he was late, can you please fix this. If he was completely missing, then no further action is required.

Kind regards

**<Tutor Name>**