

# WASHINGTON ACADEMY

PO Box 190 ■ East Machias, ME 04630

207.255.8301 ■ fax 207.255.8303

JUDSON L. MCBRINE  
*Head of School*

DAVID H. HITCHINGS  
*Associate Head of School*

TIM W. REYNOLDS  
*Assistant Head of School*

BLAINE C. STEEVES  
*Athletic Director*

NICHOLAS M. UMPHREY  
*Director of Guidance*

ROBIN A. MOLOFF-GAUTIER  
*Director of Advancement*

August 22, 2009

Dear Parent:

One of the challenges facing our school today is student absenteeism. A student should only be absent from school in case of illness or death in the family. If parents would cooperate and see that your son or daughter is here every day, I'm sure that they will bring home better ranks. We found many cases last year where someone other than parents were signing students' absence excuses.

We are asking each parent to sign below the way that you will be signing your son's or daughter's excuses. This year all excuses will be kept in the student's folder from the start until the end of the school year. Parents are welcome to look at these excuses at any time.

I would like to take this opportunity to thank you for your cooperation. Please feel free to come to the office anytime you have a question or problem concerning the school.

Sincerely yours,

David H. Hitchings  
Associate Head of School

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature