|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | **GREAT ACADEMY** | | |  |  |
|  | 101 Knowledge Street, 23456 Chicago | | |  |  |
|  | info@greatacademy.com | | |  |  |
|  |  |  |  |  |  |
|  | **Filled by:** | John Doe | |  |  |
|  | **Position:** | Grade 3 Advisor | |  |  |
|  | **Employee ID:** | 200450 | |  |  |
|  | **Department:** | Faculty & Staff | |  |  |
|  |  |  |  |  |  |
|  | **DATE** | **DAY** | **TIME** | **COMMUNICATION DETAILS** |  |
|  | 01-Nov-23 | Wednesday | 2:00 PM | Received a phone call from M.Bale to excuse Mike (grade 4) from PE class due to injury |  |
|  | 02-Nov-23 | Thursday | 10:00 AM | A note from William's mother - asking for a permission to excuse William for a dentist visit |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | [© TemplateLab.com](https://templatelab.com/) |  |

