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|   | **GREAT ACADEMY** |   |   |
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|   | 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 |   |
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