**红缨幼儿园新生缺勤记录表**

班级： 年 月 日

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| 幼儿姓名 | 缺勤时间 | 缺课原因 | 被访家长 | 联系电话 | 电话跟进情况与结果 | 电话跟进情况与结果 | 家访结果 |
|  |  | 注：因病请假要记清具体为何病 |  |  | 第一天缺勤电话跟进 | 第二天缺勤先发短信询问再去电 | 第三天家访 |
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