



VANDEN HIGH SCHOOL
CALIFORNIA 20011 CADET GROUP



30 November 2019

MEMORANDUM FOR (Job abbreviation "GP/CC" or IF THEY DON'T HAVE A JOB "C/Rank, FLIGHT")

FROM: (Job abbreviation "GP/CC" or IF THEY DON'T HAVE A JOB "C/Rank, FLIGHT")

SUBJECT: Missed Meeting or Work/Tardy to X Period/Uniform Wear/Color Guard Gray-T Wear/Leaving Practice Early

1. I missed the X meeting/Work held during the first/second half of lunch on Day/Month/Year due to retaking a test for the class X.
2. I missed the X meeting/Work held during the first/second half of lunch on Day/Month/Year due to another club meeting conflicting at this time.
3. I missed X practice on Day/Month/Year due to a family emergency. For further information, please contact my X parent/guardian at (XXX) XXX-XXXX. Thank you.
4. I am currently balancing sports and X practice. Please excuse me from the second half of practice starting Day/Month/Year until Day/Month/Year because I will be leaving early to attend my X sport.
5. I was tardy this period because my previous teacher kept me in class for a few minutes after the bell rang.
6. I am a part of X team for the X season. Please excuse me from changing out of my JROTC uniform after school starting from Day/Month/Year to Day/Month/Year.
7. Please excuse Color Guard Team # (Bravo 4) from the uniform wear on Day/Month/Year. This team presented the colors for the X event on Day/Month/Year, in return we will be wearing our Gray-T with grooming standards on Day/Month/Year.

(Signature)
JONATHAN M. DOE, C/2d Lt, AFJROTC
Cadet Group Commander

Attachments: