Parent Name

Address

Date

Dear Parents and Caregivers:

Welcome to the new school year at [SCHOOLNAME]; I am excited about another great year with you. I value and appreciate your involvement with the school to ensure your student’s academic success. The [YEAR-YEAR] school year brings new opportunities to expand and strengthen our focus on meeting each child’s needs.

Our district is particularly committed to making sure that each student attends school regularly and on-time. Statewide, approximately 17% of our student body is chronically absent, meaning they miss 10% or more of the academic year. In Kentucky In your student’s pathway to graduation, being in school regularly for instruction is a vital part of his/her success. Research shows that missing school for any reason (even excused absences) can put a child at risk of falling behind as early as kindergarten. I am asking for your support in ensuring that your child arrives each day on time ready to learn. I commit to creating a welcoming and engaging school environment to support your student’s academic growth.

Our staff at [SCHOOLNAME] are ready to support you and your family, so please feel free to contact us.

Warm regards,

Principal

| **What You Can Do** |
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| **Make school attendance a priority**   * Talk about the importance of showing up to school everyday, make that the expectation. * Help your child maintain daily routines, such as finishing homework and getting a good night’s sleep. * Try not to schedule dental and medical appointments during the school day. * Don’t let you child stay home unless truly sick. Complaints of headaches or stomach aches may be signs of anxiety. |
| **Help your teen stay engaged**   * Find out if your child feels engaged by their classess and feels safe from bullies and other threats. Make sure your child is not missing class because of behavioral issues and school disipline policies. If any of these are problems, work with your school. * Stay on top of academic progress and seek help from teachers or tutors if necessary. Make sure teachers know how to contact you. * Stay on top of your child’s social contacts. Peer pressure can lead to skipping school, while students without many friends can feel isolated. * Encourage meaningful afterschool activities, including sports and clubs. |
| **Communicate with the school**   * Know the school’s attendance policy – incentives and penalties * Talk to teachers if you notice sudden changes in behavior. These could be tied to something going on at school. * Check on your child’s attendance to be sure absences are not piling up. * Ask for help from school officials, aftershool programs, other parents or community agencies if you’re having trouble getting your child to school. |

Source: Attendance Works (2018)