

Parent Address

Date

Dear [Mr./Ms. LastName]:

We know that there are many reasons for children to miss school, some unavoidable due to illness or transportation challenges. Absences can accumulate over time without parents realizing how many days their student has missed or what the impact is on their child's learning. Regular attendance helps students feel good about school and themselves. Our commitment is to communicate with families about attendance rates, to understand why absences are occurring, and to overcome barriers that exist.

We are concerned that STUDENT's NAME has missed ##DAYS/%TIME so far this school year. Attendance is a critical component of student academic achievement and social-emotional growth, and we want to make sure that STUDENTNAME stays on track for success. SCHOOL/DISTRICTNAME's goal is to improve attendance so that no child misses more than nine days in a year for any reason (excused, unexcused, or discipline-related).

There are many caring staff members here who are ready to support your family. We have also included some resources to help you work with your student to track absences and to make a plan for good attendance. You can also call or email CONTACTPERSON at CONTACTINFORMATION to set up a meeting if you need additional support.

We miss STUDENTNAME when s/he is not in school and we look forward to continuing to work together as a team in your child's learning.

Sincerely,
Principal or Guidance Counselor

