Dear Parent/Guardian/Caregiver:

_Name of school_ wants all students to be successful in school. School attendance is the strongest predictor of academic success and high school graduation. Students who miss school struggle academically.

Our school records indicate that your child, __________, in grade _____ has been tardy to class more than 30 minutes or absent without a valid excuse three (3) or more times this school year.

If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school attendance clerk. Absences or excessive tardies for any reason affect student’s education and reduce opportunities for success in school. Tardies also interrupt instruction and interfere with the learning environment for all pupils.

If your child’s attendance dramatically improves, you will not receive any further communication about this. If your child continues to miss school, the school will schedule a meeting to discuss how to provide support.

_Name of school_ is committed to partnering with you to ensure the well-being of your child. We would be happy to connect you with resources that support your child’s social, emotional, and academic success. Please contact your school’s Administrator if you would like to learn more about these support services.

If you feel you have received this letter in error, as a first step, please contact your child’s school and clear the absences with the attendance clerk.

Sincerely,

_Name_

_Title_

Cc: Student File