

School Name
School Address Line 1
School Address Line 2
School Phone Number

[Date]

Parent/Guardian Name
Parent/Guardian Address Line 1
Parent/Guardian Address Line 2

Dear [Guardian's name]:

Let's work together so [child's name] can do well in school!

Children who get to school each day have a better chance of learning and succeeding in school. When they miss school they also miss valuable learning time and this can make them fall behind in their school work. Based on our attendance records, [child's name] has missed [number] days of school.

Information showing the dates of absences will be inserted here by school attendance system.

Since too many days away from school can lead to poor grades, I am writing to see how you and I can work together to be sure [child's name] gets to school each day and on time. My staff and I are here to help.

You can call the school at (XXX) XXX-XXXX or stop by my office when you are at the school so we can talk about how we can work together so [child's name] is present each day.

Thank you for your help with this. We look forward to working with you.

Sincerely,

Principal's Name
Principal

