

**FOUR-DAY ABSENCE PARENT NOTIFICATION**

Date \_\_\_\_\_

TO: PARENT OR GUARDIAN OF \_\_\_\_\_ [child's full name]

The purpose of this letter is to inform you that your student has been absent four (4) times in one or more classes. (Note: Classes missed because of suspensions or school-sponsored activities are not included.) A student cannot miss more than ten (10) days per semester without losing credit unless your student's teacher has specifically stated differently in the course or subject's goals and objectives. Thus, having regular attendance and arriving at school on time are important.

Our goal is to have each student attend school every day possible during the school year. We are concerned that your student has been absent four times in one or more classes and ask that you assist your student to come to school regularly and on time.

The data showing your student's attendance is presented below. If you have questions regarding attendance, please direct them to the attendance secretary, (insert phone number) and/or your student's teacher(s).

Definitions

Absent -----Not in class

Tardy-----Late to class

Excused-----Written note from parent

Suspended -----Removed from class for disciplinary reasons

PERIOD:    GR    ABSENT    TARDY    EXCUSED    SUSPENDED