

Letter #1**Insert School Letterhead**

Dear Family of **Student Name**,

I am writing to check in on **[NAME OF STUDENT]** and offer support. As educators, we know that regular and punctual attendance at school is critical to the learning process. At **[Name of School]**, we continue to encourage our students to attend for the whole school day and be on time every day.

According to our records, **[NAME OF STUDENT]** has missed **[Insert number of days absent]** days of school this year. A copy of the **attendance** and **tardiness** record is enclosed. We understand and acknowledge that illness is unavoidable; however, we still track excused absences and are required to alert families when their child's absences/tardies reach 10% or more of the possible school days.

Getting back into the habit of daily attendance matters more than ever. Going to school is an opportunity for your student to:

1. build routines that help reduce stress;
2. connect to their friends and teachers; and,
3. engage in learning.

When students attend school regularly, they are much more likely to read proficiently by third grade, do well in middle school, and graduate on time.

We would like to partner with you to improve **[NAME OF STUDENT]**'s attendance.

Please call me at **[PHONE NUMBER]**.

Sincerely,

[PRINCIPAL'S OR OTHER STAFF PERSON'S NAME]