

Letter #3**Insert School Letterhead**

Dear Family of **Student Name**,

I am writing to check in on **[NAME OF STUDENT]** and offer support again. 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.

Despite our last correspondence, your child's attendance has not improved, and we again would like to partner with you to problem-solve ways to improve attendance at school every day.

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.

Please plan to meet with **teacher's name**, your child's teacher, **SES member's name**, our school social worker, and me on **date, time, location**. By working together we hope to be able to resolve the continued absences and/or tardies and get your child re-engaged with school on a consistent basis. If you need to reschedule this meeting, please call me at **[REDACTED]**.

Sincerely,

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