**[DATE]**

To the Parent of:

**[STUDENT NAME]**

**[Street Address]**

**[City, state, zip]**

Dear **[Parent/Guardian Name]**,

Thank you for attending the Attendance Improvement Plan meeting regarding **[Student First Name]**. It is very important that schools and families work together to ensure success at school. Regular attendance is a critical part of every student’s success. The State of Michigan requires that every child of compulsory school age attend school daily.

This letter is intended to summarize the **[DATE]** Attendance Improvement Plan held for **[STUDENT NAME]**.

Information provided to parent during the Attendance Improvement Plan:

* Student Attendance Summary
* Student Attendance Detail
* Attendance Improvement Plan

Information included in this letter:

* Compulsory Attendance – Michigan Law
* District Attendance Policy
* Copy of Attendance Improvement Plan

If **[STUDENT FIRST NAME]**’s attendance does not improve your child’s attendance records will be submitted to the Monroe County Prosecutor’s Office for further review.

**[SCHOOL NAME]** have an active Student Support Team and other services to assist you and your child. Please contact me at **[PRINCIPAL’S PHONE NUMBER]** to discuss **[STUDENT’S FIRST NAME]**’s attendance and any other barriers that may be preventing **[STUDENT’S FIRST NAME]** from attending school regularly.

Thank you for your support in this matter. I look forward to working with you in furthering your child’s educational success.

Your Partner in Education,

**[PRINCIPAL NAME]**

**[SCHOOL NAME, PRINCIPAL]**

Cc: Student Cumulative File

Student’s Teacher(s)