**[DATE]**

Parent/Guardian of:

**[Students Name]**

**[Street Address]**

**[City, State, Zip]**

Dear Parent/Guardian,

Student attendance is a critical factor in determining academic success at all grades. At every age, families play a key role in providing an understanding of why attendance is so important for success in school and in life. Research shows that:

* Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
* By 6th grade, chronic absences are a proven early warning sign for students at risk of dropping out of school.
* By 9th grade, good attendance can predict graduation rates even better than 8th grade test scores.

**Clearly attendance matters!**

Our records indicate that **[STUDENTS FIRST NAME]** has reached **(#)** morning absences, **(#)** afternoon absences, **(#)** tardies and has left early **(#)** times. A student is considered chronically absent if he or she has missed 10 percent or more of the days he or she has been enrolled in school. Your child’s attendance has reached a level of concern.

We realize some absences are unavoidable. However, when students miss too much school – regardless of the reason – it can cause them to fall behind academically.

We want your child to be successful. Please ensure that your child attends school every day and arrives on time. As **[INSERT NAME]**, my role is to help support you, your child and your child’s teacher to improve his or her attendance.

Here are a few suggestions to help support your child’s attendance.

* Establish a regular bedtime and morning routine.
* Lay out clothes and pack backpacks the night before.
* Only allow your child to stay home if he/she is ill.
* If your child seems anxious about going to school, talk to teachers or Student Support Staff for suggestions regarding your child’s comfort.
* Develop a support system you can rely on for assistance in getting your child to school.

Let me know how we can best support you and your child in order to improve his or her attendance. If I can be of assistance, please contact me. I can be reached during school hours at **[PHONE NUMBER].** We want your child to be successful!

Your Partner in Education,

**[Name]**

**[Title]**

Cc: [**Building Principal’s Name]**, Principal

Student Cumulative File