**[Date]**

Parent/Guardian of:

**[Student Name]**

**[Street Address]**

**[City, State, Zip]**

Dear Parent/Guardian,

Monroe Public Schools is dedicated to academic achievement and success for all students. Consistent school attendance is a critical part of that success. Our district is committed to increasing the student attendance rate in all of our district schools. Regular attendance improves academic skills, as well as social and emotional growth for our students.

We understand some absences from school are unavoidable. However, chronic absenteeism can be a barrier to your child’s education. Chronic absenteeism is linked to drop out rates and academic struggles. We care about your child and their future success.

You have been contacted regarding **[STUDENT’s NAME]**’s attendance reaching a level of concern. Our records show that **[STUDENT’s FIRST NAME]** continues to be chronically absent from school andhas reached **(#)** morning absences, **(#)** afternoon absences, **(#)** tardies and has left early **(#)** times.

If this pattern continues, state law requires Monroe Public Schools to file legal truancy charges. In an effort to support you and your child in identifying and eliminating barriers to regular attendance we will hold an Attendance Improvement Plan meeting. You are an important member of our team and your presence at this meeting is critical. The meeting has been scheduled for **[DATE/TIME].** Please call me at **[PHONE NUMBER]** at your earliest convenience to confirm your attendance.

Our Student Support team is committed to supporting you and your family in this effort to have **[STUDENT’s FIRST NAME]** attend school regularly.

Your Partner in Education,

**[Name] [BUILDING PRINCIPAL]**

**[Title]**  Principal

Cc: Student Cumulative File