



Supporting Regular Attendance - A resource for parents.

Dear <<Insert Parent Name>>,

Regular school attendance is important for <<Student name>>'s academic success, and we need your help to support <<Student Name>>'s regular attendance. A few absences every month can add up to weeks of lost learning over the year. Our school day is <<XX>> hours long, and <<Student name>> has missed <<XX>> hours of school as of <<Insert date>>. Her peers have missed an average of <<XX>> hours. Missing school, whether for excused or unexcused reasons, disrupts a student's education, and there are some lessons and activities that can't be made up at home. We understand that some absences can't be avoided, but let's be a team and work together to get <<Student name>> to school on time every day. Please call or text our school social worker, <<Insert name>>, if you'd like to talk about how to improve <<Student name>>'s attendance.

Sample Attendance Calendar

<<Student name>>

May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		X				
6	7	8	9	X	11	12
13	14	15	X	17	18	19
20	X	22	23	24	X	26
27	28	29	30	31		

Fellow Student

May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7	8	9	10	X	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

You and your child are part of our school family, and we miss <<Student name>> when <<he/she>>'s not at school. <<His/Her>> future is bright, so let's work together to decrease <<his/her>> absences! If you have any questions, comments or concerns, please feel free to text or call us at (XXX) XXX-XXXXX.

All the best,

<<Insert School Name>>