**Sample Excessively Absent Written Notification for Families**

**Dear \_\_\_\_\_\_\_\_\_,**

**Student A’s** regular attendance at **Name of School** is very important. We know our families understand the importance of their child’s education and may face barriers to regular attendance. We want to help and support any way we can. There are many interactions which take place in class between a teacher and student that cannot be made up when a child is absent.

Attached is **Student A’s** full attendance report for this school year which shows they have missed **38 or more hours of school this month *or* 65 or more hours of school this year**. In Ohio, excessive absence is a combination of excused and unexcused absences. It does not include time missed for medically excused absences.

We are committed to helping **Student A** get back on track because we care about their wellbeing and education. If your family needs any support to help improve **Student A’s** attendance, please call me at **direct line with extension or school number** or email me at **email address** so we can work together. I look forward to hearing from you.

Sincerely,