SCHOOL LETTERHEAD

DATE

Dear XXXX,

Each year too many students at (insert school name) are academically at-risk because they miss too much school. Research shows us that students who miss 10 percent or more of school (that’s just 2 days a month) are less likely to read at the end of 3rd grade, fail courses in middle and high school and ultimately drop-out of school. When students are out of class, they lose instructional time and easily fall behind.

Yet, we also know that one of the best strategies for encouraging a student to attend school is ensuring they know someone cares if they show up and notices when they are gone. To turn the tide on chronic absenteeism in our school, we are establishing an Attendance Buddy strategy, and we need your help.

Would you serve as an Attendance Buddy for one or more students who were chronically absent last school year? As their Attendance Buddy, you would welcome students back to school, keep in touch throughout the year and check on them when they’re absent, and connect them to additional resource as needed. (See attached description of attendance buddy responsibilities.) You would be that person who cares whether they come to school every day. This buddy approach has proven to be effective in reducing absenteeism.

Are you willing to volunteer to be an Attendance Buddy? If you can take this on please let me know by calling xx or emailing me at xx.