Dear Parent/Guardian:

Welcome! We look forward to partnering with you to make sure your child has the opportunity to learn and thrive at our school during the coming year.

We wanted to let you know attendance will be a top priority. When children miss school days, they miss out the opportunity to learn from their teachers. The more children miss, the harder it is for them to keep up with those who attend school regularly. While some absences are unavoidable for health reasons or other important family matters, but we also know that even when children have missed school for good reasons, too many absences can cause them to fall behind.

Missing two days a month or 18 days in a school year can harm your child’s progress. We call missing 18 days in a school year “chronic absence”. These absences may seem small as they happen, but your child is less likely to succeed if they are chronically absent. Research shows that:

* Children chronically absent in kindergarten and 1st grade tend not to read at grade level by the end of 3rd grade.
* By middle and high school, chronic absence is a proven early sign that a child is likely to fail academic courses and at risk of eventually dropping out.

**Going to school regularly matters for your child’s success and achievement!**

Let’s work together to make sure that your child does no fall behind in school this school year. Please ensure that your children attends school every day and also arrives on time so they benefit as much as possible from what is taught in the classroom. Here are a few practical tips to help support regular attendance:

* Make sure your children keep a regular bedtime,
* Lay out clothes and pack backpacks the night before.
* Establish a morning routine.
* Ensure your children go to school every day unless they are truly sick (e.g child has a fever, is throwing up or has diarrhea versus a minor stomach ache or runny nose.)
* Avoid scheduling vacations or doctor’s appointments when school is in session.
* Talk to teachers and counselors for advice if your children feel anxious about going to school.
* Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Please let us know how we can work with you and your family to ensure your children show up for school on time every day. Like you, we want your child to be successful! If you have any questions or need more information please contact \_\_\_\_\_.

Sincerely,