SCHOOL or SCHOOL DISTRICT LETTERHEAD

Dear (Insert parent / guardian name),

I am writing to let you know that your child (student name) has been selected to have a Success Mentor this year. This is great news! (Student name) has been chosen because we believe that he will be able to take advantage of having a mentor right in school.

The role of your child’s Success Mentor is to:

* Greet your child at least three times a week so s/he knows we are glad they are in school.
* Recognize your child when s/he has good and improved attendance.
* Check in with your child and your family periodically.
* Connect you and your child to the school and to resources to help engage your child in school and to provide support as needed for your child and your family.

(Insert Success Mentor’s name) will contact you within the next few days to get acquainted. We look forward to working with you as a team with (student name)’s success as our goal!

Sincerely,

(Principal’s Name)

**Important Note:** We strongly encourage that Success Mentors follow up with families in a phone call. Pilots of the Success Mentor strategy demonstrated that the follow up phone call was needed to introduce the mentoring opportunity to families, allow families to ask questions, and to opt of the program if they are concerned. If needed, the Mentor can also request during the call that families sign a consent form to allow the Success Mentor (if an external partner) to see their mentee’s attendance data.