SCHOOL LETTERHEAD

DATE

Dear XXXX,

Did you know that in our school, (insert name) over (insert percent) of chronically absent students 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 two days a month) are less likely to read at the end of 3rd grade, and are more likely to fail courses in middle and high school and ultimately drop out of school. When students are out of class, they lose instructional time and can easily fall behind.

The good news is that improving attendance isn’t rocket science. Research has found that one of the best strategies for encouraging a student to attend school is making sure 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 a Success Mentor program, and we need your help.

Would you enjoy having the opportunity to help out and encourage a child who would really benefit from your attention and support? Would you serve as a Success Mentor for one or more students who were chronically absent last school year? As a Success Mentor, you would welcome students to school, keep in touch throughout the year, check on them when they’re absent and connect students and families to additional resource as needed. (See attached Success Mentor description.) You would be that person who cares whether the student comes to school every day, and takes an interest in his or her sense of belonging at school.

If you are willing to volunteer to be a Success Mentor, please let me know by calling xx or emailing me at xx, and we can discuss the time commitment and expectations for this role, and answer any questions you might have.

(Note: This could be used as a template for an email or a letter with the Success Mentor description appearing on the back. You might also include an invitation to an information session for potential Mentors about the Success Mentor program. Please feel free to tailor this to fit your school community.)

(Version July 27, 2016)