Insert School logo

I am writing to check in on **[NAME OF STUDENT]** and offer support.

**[NAME OF STUDENT]** has missed [Insert number of days absent] days of school so far this year.

Does this seem correct to you? Let’s talk about what is causing these absences and how we can help.

Getting back into the habit of daily attendance matters more than ever as we recover from the pandemic. Going to school is an opportunity for your student to:

* Build routines that help reduce stress.
* Connect to their friends and teachers.
* Engage in learning.

When students attend regularly, they are much more likely to read proficiently by third grade, do well in middle school and graduate.

We would like to partner with you to improve [NAME OF STUDENT]’s attendance, so we can keep them engaged and learning.

Please call me at **[PHONE NUMBER]**.

Sincerely,

**[PRINCIPAL’S OR OTHER STAFF PERSON’S NAME]**

*Revised August 2022*