Insert School logo

**[NAME OF STUDENT]** has missed X number of days of school.

I am concerned that they are missing out on critical classroom time.

I know this is a hard time, and some absences may be due to illness or other challenges like Covid-19 quarantine.

Attendance matters because missing 10%+ of school days (just two days per month) can drastically impact [**NAME OF STUDENT**]’s education. For example:

* Kindergartners and 1st graders who miss 10%+ school days are much less likely to learn to read by the end of 3rd grade
* 6th graders who miss 10%+ school days are more likely to drop out of high school
* 9th grade absenteeism predicts graduation better than even 8th grade test scores

How can we help? Please call me at **[PHONE NUMBER]**.

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

Sincerely,

**[PRINCIPAL’S NAME]**