Insert your school logo

*This letter is designed for principals to send to families and students. Ideally, district administrators can add links to district-wide guidance and resources before sharing it with building administrators. It can then be personalized for a specific school.*

Dear Parents and Students,

The staff at \_\_\_\_\_\_\_\_school are excited to welcome you to a new school year filled with opportunities to learn and engage!

Getting into the habit of daily attendance is more important than ever. It helps to:

* reduce stress
* make it easier to connect with friends and teachers
* support learning
* Please call us if you need help with attendance. [Insert phone number and person’s name]

We are working to make our school environment a place where everyone can be safe, healthy and learning. We will do our best to listen and partner with you so that our children have a successful year. Do not hesitate to reach out to me with questions or concerns.

* Please make sure we have your correct email and the best phone numbers where we can reach you.

Sincerely,

Principal [add your name here]

*Revised April 2023*