Dear Parent/Guardian:

This year we want to make sure every student misses no more than 9 days of school, or 1 day each month. We need your help.

*Attending school has a huge impact on student success.*

We realize some absences are for health or other reasons. But when students are absent 2 or more days a month (or 18 days over the school year) they can fall far behind in what they learn. Excused and unexcused absences mean missing classroom learning time.

 **Some Attendance Tips:**

* Make sure your children keep a regular bedtime and have a morning routine.
* Turn off all electronics, including TVs, phones and tablets, at bedtime.
* Make sure clothes and backpacks are ready the night before.
* Check with our school nurse or office staff if you are not sure about when to keep your child at home due to illness, including exposure to Covid-19.
* If your child needs to stay home due to illness, ask your teacher for materials and advice about how to help your child stay involved in learning.
* Avoid scheduling vacations or doctor’s appointments when school is in session.
* Talk to teachers and counselors if your student feels anxious about school.
* Develop back up plans. Call on a family member, neighbor or another parent to take your student to school if you are having trouble.

Please let us know how we can best support you and your child so that they can show up for school on time every day!

Sincerely

INSERT NAME



www.attendanceworks.org