Insert School logo

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

I know this is a hard time, and some absences may be due to illness, fear of Covid-19, quarantine or challenges experienced in school or the community.

This is why I am reaching out! We want to offer support.

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.

Let’s talk about how we can help. Please call me at **[PHONE NUMBER]**.

We 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]**

*Revised April 2022*