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 this year.

Does this seem correct to you?

Getting back into the habit of daily attendance matters more than ever. 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.

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

Sincerely,

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

*Revised July 2023*