We need your help. [STUDENT NAME]'s absences from school are concerning, and your partnership is critical. Students who miss just one or two days of school each month can fall seriously behind.

[STUDENT NAME] is now “truant” because [SHE/HE] missed school (or was more than 30 minutes late) without a valid excuse on:

- Thursday, September 12, 2015
- Thursday, September 19, 2015
- Thursday, September 27, 2015

Being absent can lead to doing poorly in school. Students who miss many days of school are more likely to:
- Fail their classes
- Drop out from high school
- Have poor relationships with parents and teachers

We are required by [STATE] law to send you this letter and to warn you of the consequences of additional unexcused absences (see sidebar).

Please remember that every absence matters and just a couple days each month adds up. You are key to improving [STUDENT NAME]'s attendance.

Sincerely,
Principal X

If you have concerns about your child’s attendance or if you believe our records are inaccurate contact the school at «SCHOOL_PHONE_NUMBER».