**Attendance Letter 0**

**Beginning of Year Welcome/Concern Letter**

Date:

Parent/Guardian

Address

City,State/Zip

Dear Parent/Guardian:

Welcome to another exciting school year at \_\_\_\_\_\_\_\_\_School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. At \_\_School\_\_\_\_\_\_\_, we understand that providing a high quality education is of the utmost importance. It is our goal to see each and every one of our students be successful during their time here and with all of their future endeavors.

We believe that attendance plays a vital role in being a successful student. The learning done in the classroom is not something that can be easily replaced. We also understand that illnesses and other unforeseen circumstances do arise. Please, read through our attendance policies and procedures on pages \_\_\_ in our student handbook. We hope that by communicating effectively and working together, we can provide an outstanding education for your child.

If you have any specific attendance issues, concerns, or questions, please do not hesitate to contact us. You may contact our attendance secretary, \_\_\_\_\_\_\_Name\_\_\_\_\_\_\_\_\_, at \_\_\_\_\_\_Email address\_\_\_\_\_\_\_\_\_\_\_or contact me directly at \_\_\_\_Email Address\_\_\_\_\_\_\_\_\_\_. We can be reached at \_\_\_\_\_Phone Number\_\_\_\_\_.

Respectfully,