

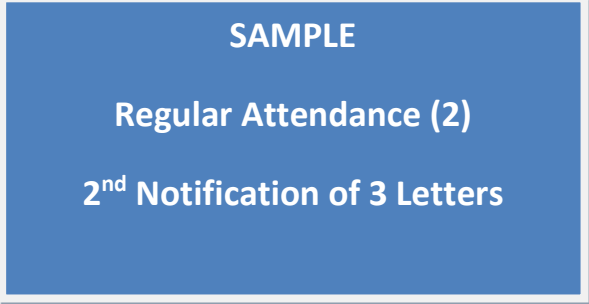
Date

Parent/Guardian Name

Address

City, State, Zip

Re: **Your Child's Attendance, 2nd Notification**



Dear Parent/Guardian Name

This is the second letter that has been sent to you concerning __ (Name) _____ attendance. __ (Name) _____ has been enrolled __ (#) __ days this semester and has been absent for __ (#) __ of those days. This means he/she has been present only __ (#) __ % of the days enrolled.

Throughout the school year, a typical student misses 3-5 days for the entire year. In fact, the attendance rate for our school and school district is usually around 95%. As was stated in the first letter school attendance is critically important for your child's academic achievement. The state and our local district have strict school attendance laws that are enforced in our community.

To avoid being referred to the Regional Office of Education for truancy, please adhere to the following:

All future absences for medical reasons must include a letter of excuse from __ (Name) _____ doctor or our school nurse in order to be considered an excused absence.

All other absences must be communicated **on or before** the day of absence. Please refer to the District's Student Handbook for more information regarding attendance and absences. __ (Name) _____ must have immediate and sustained attendance.

We want to help __ (Name) _____ progress in school and find success in daily school activities. Please, let me know if there is anything we can do to help ensure regular attendance.

Respectfully,

Principal