

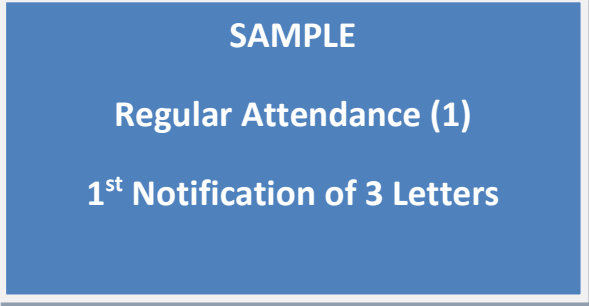
Date

Parent/Guardian Name

Address

City, State, Zip

Re: **Your Child's Attendance, 1<sup>st</sup> Notification**



Dear Parent/Guardian Name

Realizing the importance of regular and punctual school attendance, we constantly review our attendance records in an attempt to monitor potential problems. Regular school attendance by students is essential to the educational process.

A review of attendance records for \_(Name)\_\_\_\_\_ shows he/she has been absent for a total of \_\_(#)\_\_ days this school year. I realize that some of these absences could be a result of illness. However, once a student exceeds \_\_(#)\_ absences for the year, you must provide a note from your doctor for any future absences, or the absences will be unexcused.

\_\_\_\_\_(Name)\_\_\_' education is very important to the entire staff and myself at \_\_\_\_\_(School)\_\_\_\_\_. Please examine \_\_ (Name)\_\_\_ attendance pattern and make every effort to minimize future absences.

Throughout the school year, a typical student misses 3-5 days for the entire year. In fact, the attendance rate for our school and the school district is usually around 95%.

If you have any concerns regarding this matter, please feel free to contact me at your convenience. Thank you for your support and cooperation. Working together we can ensure a successful school experience for \_\_\_\_\_(Name)\_\_\_\_\_.

Respectfully,

Principal