

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,