

## Attendance Matters. You can help!

[Date]

Dear Parent/Guardian of [Student's Name],

As a part of our ongoing efforts to support our students' academic success, we regularly monitor attendance data. **We are writing to inform you that your child, [Student's Name], has been absent [Number of Absences] days this school year.** Does this seem correct to you? Let's talk about what is causing these absences and how we can help.

### Attendance Data for [Student's Name]

- Total School Days: [Total Number of School Days]
- Days Attended: [Number of Days Attended]
- Days Absent: [Number of Days Absent]
- Attendance Rate: [Attendance Rate in Percentage]

As you know, regular attendance is an important component of your child's success academically. Students fall behind when they miss school (both for excused as well unexcused reasons) and we often hear from parents and guardians that they are unaware of how many absences their student has accumulated.

You can play a significant role in improving [Student's Name]'s attendance moving forward and we appreciate your efforts. We are committed to partnering with families to ensure students are present and engaged in learning. Please feel free to contact us if there is anything we can do to support you and your child.

Sincerely,

[Name]

[Title]

[School/District]