



Attendance Letter Three

Date:

Mr. and Mrs.
Address

Re: Child's name; ID Number and Birthdate: Concern with attendance

Dear

Please be advised that a formal referral has been made to the Superintendent of Schools that the ongoing attendance concerns we are having with (student name) be sent to the Alberta Education Attendance Board.

Notwithstanding our varied attempts to resolve this situation we have not achieved the desired results.

Sincerely,

Principal

CC: File; Superintendent of Schools.