



Attendance Letter Two

Date:

Mr. and Mrs.
Address

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

Dear

This letter is to advise you of our continued concern regarding the number of times (name) has been absent from school/ _____ class this year. As of (date), (name of student) has missed _____ days/periods which represents _____% of his/her school/course program, and/or has been late _____ times.

We have communicated with you via _____ of telephone calls, and an initial letter (and a meeting at the school on (date)) regarding (student name)'s attendance at _____ School. Since all efforts in having (name) attend school on a consistent and (punctual) basis have been unsuccessful, we are requesting a meeting with you and your child to set up an Attendance Improvement Plan in order to find a solution to this situation. Should immediate improvement in attendance not be evident, a formal referral to the Attendance Board will occur.

We look forward to a successful resolution to this matter and request that you contact the school to arrange a meeting in the next school week to set up an Attendance Improvement Plan for (name).

Sincerely,

Principal

CC: Teacher
File