



Attendance Letter One (after telephone contact):

Date

Mr. and Mrs.
Address

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

Dear

We are writing to follow up on previous telephone contact made with you on _____ regarding our concerns with (name of student) attendance at _____.

Enclosed is an attendance profile indicating that (name of student) has missed _____ days, which represent _____% of his/her school program to date, (and/or has been late _____ times). Research and experience have shown that student achievement is directly related to attendance and/or prompt arrival in class. For this reason, we are very concerned when a pattern of such frequent absences is established.

Please be advised that under the provision of Sections 7, 8, and 9 of the Education Act, (copies enclosed), students are required to be enrolled at school and to attend regularly and punctually.

Listed below are the absences and lates to date:

Absences

Lates

Should you require assistance in improving your son/daughter’s school attendance in order that he/she may achieve success, please contact _____ at (phone number) to arrange a meeting.

Thank you for your immediate attention to this matter and we look forward to seeing (name of student) attend school on a regular (punctual) basis.

Sincerely,

Principal
Enclosure
Cc: File; Teacher’s Name.