

Dear PARENT NAME,

The team at NAME OF SCHOOL always becomes concerned when a student misses several days of school. As of this writing, NAME OF STUDENT has missed XXX days of school this academic year. Missing 18 days in one year is considered chronic absenteeism and can put a student at risk of falling behind academically.

The school is here to support you and CHILD'S NAME. If your child is having a difficult time, we would like to help. Coming to school is important for many reasons including:

- Staying up-to-date with academics
- Making connections with friends
- Being involved with extracurricular activities
- Connecting with a team of trusted adults who want all kids to succeed

Please give me a call or send an email so we can talk about how best to help your child moving forward.

Best regards,

XXXXX

