**School Letterhead**

Date:

Parent(s)/Guardian(s) of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian,

Our records show that your child has # unexcused absences and # unexcused tardies this school year. Like you, we want your child to be successful. Your child’s success depends on them being at school every day, on time and ready to learn. In addition, the possible sanctions for continued unexcused absences and unexcused tardies include a referral to truancy court and a recension of any School Choice approval if applicable.

An Attendance Child Study Team meeting is being held to discuss ways to improve your child’s attendance. This collaborative meeting is intended to identify and eliminate any barriers with improving Student’s Name’s attendance. The Attendance Child Study Team meeting has been set for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you are unable to attend, please call the school to reschedule this meeting.

We appreciate your assistance with improving your child’s attendance to promote academic success. We look forward to meeting with you to discuss ways to improve your child’s attendance.

Please complete the bottom of this letter and return it to school with your child.

Sincerely,

School Representative

-----------------------------------CUT HERE & RETURN TO SCHOOL----------------------------------

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ I will be attending the Attendance Child Study Team Meeting.

\_\_\_\_\_\_ I will call the school to reschedule the Attendance Child Study Team Meeting.

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_