

Sample Letter
Your School Letter head
(3 day principal letter)

*ATTENDANCE
NOTICE*

Date: _____

Dear _____, (*Parent/Guardian Name*)

This letter is being sent to notify you that your child, _____, has a total of three unexcused absences this school year. Those days are as follows:

_____ (Day one unexcused) _____ (Day two unexcused) _____ (Day three unexcused)

As educators, we know that when a child misses a significant number of days from school, his/her education suffers accordingly. To help your child do his/her best in school, we urge you to do everything in your power to promote good school attendance.

If three more unexcused absences occur, you and your child will have to appear before our Local Truancy Review Board.

Please call me so that we can meet and work together to correct your child's attendance. You can reach me at _____.

Sincerely,

School Principal Signature