|  |
| --- |
| School NameStreet AddressCity, ST ZIP CodeAttendance Matters!Information enclosed.NameStreet AddressCity, ST ZIP Code |

|  |
| --- |
| Attendance InformationDear Parent/Guardian of [Student Full Name]:Attendance matters and we need your help this year. A few absences every month can add up to weeks of lost learning over the year. Missing school, whether for excused or unexcused reasons, disrupts their education.You can play a crucial role in improving [Student First Name]’s attendance. If you have questions, please call [insert number] or email [insert email]Sincerely,[Insert Name][Insert Role][Student Name] missed [insert number of days].Missing just 2 days per month adds up! |