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| School Name  Street Address  City, ST ZIP Code Attendance Matters!Information enclosed. Name  Street Address  City, ST ZIP Code |

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| Attendance Information  Dear 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! |