

Sample

Date

Parents Name

Address

Town

Dear Mr. and Mrs.

Schools have many goals and responsibilities for educating students. Preparing them for employment as adults is one very important goal. As students grow and mature, they develop the skills and habits, which they will use as adults in the workforce. Punctuality and regular attendance are crucial habits, which people must have in order to be successful employees. Students begin developing these habits as early as kindergarten by coming to school regularly and on time. As principal of _____ School, I am very concerned about the attendance patterns of all our students.

Your child, _____, has been (truant or absent without reason) on the following dates: _____. The school code requires all students to be in attendance at school unless absent with valid cause. It is the responsibility of the parents or guardians to call or notify the school every time a student is absent from school. If you fail to notify the school, the absence is recorded as unexcused or truant.

Due to the current attendance of _____, I am notifying you that a referral is being made to the ROE #47 Truant Alternative Program. A caseworker will be working with you, your child, and the school to establish regular school attendance.

If you have any questions, please contact me.

Sincerely,

_____, Principal