

ATTENDANCE LETTER TO PARENTS

Student Name: _____ Grade/Class: _____

Dear Parent or Guardian,

This letter serves to inform you that your child has been recorded as absent from school without a valid excuse. Regular attendance is essential for academic success and compliance with state laws governing compulsory education. We urge you to address this matter promptly to avoid further administrative actions.

Attendance Details:

Date(s) of Absence: _____

Number of Absences to Date: _____

Legal Notice:

Under United States compulsory education laws, parents and guardians are responsible for ensuring their children attend school regularly. Failure to comply with attendance requirements may result in interventions by school officials, including but not limited to warnings, meetings with school administration, referral to truancy officers, or legal proceedings in accordance with applicable state laws.

Required Action:

Please provide a written explanation or appropriate documentation for your child's absence(s) to the school office within five (5) business days. If your child has a medical condition or other extenuating circumstances, please contact the school administration to discuss possible accommodations.

Consequences of Continued Absences:

Continued unexcused absences may result in disciplinary action, including but not limited to loss of privileges, referral to social services, or legal action as provided by law. The school is committed to working collaboratively with families to resolve attendance issues.

School Contact Information:

Name of School Official: _____

Title: _____

Phone Number: _____

Email Address: _____

We appreciate your prompt attention to this important matter and your ongoing support of your child's educational success.

Sincerely,

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