

Board Policy Reference JBD

Letter #2, 10 Day Absence

Date

Parents' Name
Address
City, State Zip

Re: Student's Name

Dear Parent:

Your child, _____ has been absent from school over ten days thus far in the school year. We are concerned about this attendance pattern because of the difficulty that students often have in learning when they are absent so frequently. Our staff has been in communication with you to express our concerns about this and to enlist your support in making sure that your child is in attendance regularly.

In our school's handbook that you received in August, it included the Board of Education Policy and our administrative guidelines regarding absences. Though you have provided excusable reasons for your child's absences, we are concerned that eventually this pattern will result in diminished learning. I am writing to inform you that future absences may require verification from the appropriate professional office in order to be classified as an excused absence.

I want to assure you that our primary concern is your child's opportunity to learn and to make continuous progress. We want to continue to work together so that you child receives the optimal benefit from the school experience.

Please contact _____ if you have any questions about this or would like to visit further.

Respectfully,

(Principal)