

SECOND NOTIFICATION LETTER OF NON ATTENDANCE

Date: <Date>

Re: <Student First Name, Last Name> Student ID #: <Student ID>

Dear Parent or Guardian of <Student First Name, Last Name>,

This letter is to inform you that our records indicate <Student First Name, Last Name> continues to have unsatisfactory school attendance. Consistent attendance increases your <Student First Name>'s chance of success. If <Student First Name> is not participating due to reasons that are excusable, or you believe there is a mistake in school attendance records, please contact the school's attendance office at <School Phone Number>.

After sending the first letter of concern regarding nonattendance, our records indicate <Student First Name> did not attend school on the following dates:

<attendance record populated from Aeries>

We want your student to succeed. Our school site intervention team meets regularly to identify additional supports for students and families struggling with attendance and engagement in school. We want your feedback on how to best support your student, and will contact you in the near future to collect additional information that will inform our supports going forward.

Your involvement in this process is valued and welcomed. If at any time you would like to share additional ideas, background, or have questions, please contact your school site at <school number>.

Sincerely,

<Principal Name>, Principal