



Campbell County Public Schools
684 Village Highway, P.O. Box 99, Rustburg, VA 24588
CCPSVA.org

Date

To the Parent/Guardian of "student name"

Address

City, State, Zip

Dear Parent/Guardian of "student name",

Under Virginia State Law (Sec. 22-1-258), schools are required to notify parents/guardians of absences that are considered excessive to ensure good attendance. Our records indicate that your child has missed a total of 10 days or more this school year. Even though these absences may be considered excused, once a student reaches 10 days the school division requires that a doctor's note must be provided to excuse sick/illness absences and that no absences for vacation will be approved by the principal in the future.

Research indicates that students that miss 10% of the school year, which is 18 days, for any reason are more likely to score lower on achievement tests and fall behind their peers in learning. It is the Campbell County Public Schools mission to provide equal opportunities to enable all students to think critically, collaborate, create, communicate, and become productive citizens. We appreciate your support and cooperation in helping your child maintain good school attendance.

Sincerely,

Principal

Insert School Name

Insert Email

Insert Phone number

C: Student's Cumulative File