(School Name)

(School Address)

(Date)

Mr. And Mrs. "ABC”

This letter serves as written notice of the school’s concern about your student’s attendance.

The State of Utah and Davis School District policy require schools track the attendance of all students. Students are required by law to maintain a level of school attendance.

**Our records indicate that to date, "Student” has missed (#) days this year.** The process of education requires continuity of instruction, class participation, and study. Frequent absences from class disrupt the instructional process. Success in school is dependent upon good and consistent attendance.

A copy of your student’s attendance history is attached, we ask that you review this history with your student and discuss ways to ensure improved attendance.

**Some strategies could include…**

* Create a plan with short-term goals for your student to improve their attendance. Build in some incentive strategies to help reinforce attending school
* Speak to your child about potential obstacles such as anxiety and create a plan with the school to help overcome those barriers
* Set up routines for things like waking up, going to bed, and homework so that your child is able to increase their time management skills

The Davis School District Board of Education asks for the cooperation of parents and guardians in these matters, so each student receives the best education possible.

Unexcused absences and extensive tardiness may result in a referral to District Student and Family Resources Department for consultation.

Please call the school at (school phone number) as soon as possible to schedule a meeting with an administrator, where together we can formulate a plan for your student’s success.

Thank you,

(administrator name)

(title)

(school name)

(phone number)