

February 27, 2015

Dear Name,

We are getting in touch with you because we are concerned about the growing number of absences that Name has accumulated. Is there anything as a school we might be able to do to help?

With the time missed from being absent, Name has had \_ days of school affected. Often for children this means that learning opportunities are affected, but just as importantly, a young child's school relationships and connection to classroom activities are impacted as well. We want to make sure we're doing everything possible to help Name be successful at school!

If there is anything in particular that she is concerned about or anxious about, I am happy to check in with her to help grow her comfort levels. Strong attendance is actually an issue of priority for our school and our district, and we have joined with outside agencies such as *Name of Agency/Organization* and *Name of Agency/Organization* to help students fully attend school on a regular basis. Please do get in touch as soon as you are able, as I would welcome a chance to communicate with you about Name and how we can help her.

Thank you for your time,

Principal