

Date, 2014

Hi Mr. and Mrs.,

Happy Thursday! I hope you are staying warm with these frigid temperatures! I am writing in reference to Name's attendance. I have noticed that Name has missed 11 days of first grade. I understand that prior to the holidays she was ill and had a small surgery. Thank you for your efforts and efficiency in maintaining contact with me and the school when Name is absent.

We miss Name when she is not at school and always look forward to her joining us again. She is an important member of our classroom community. We are also at the point in the year when critical learning is taking place. Though Name is a bright and engaged learner, when she is not here, she misses what has been taught which could eventually begin to affect her progress in school.

Knowing your family history in the education field, I know that school is a priority for you. Please continue to keep me updated if Name is going to be out and let me know if there are ways I can support you in helping to have Name here.

Thank you for considering and making school and learning essential!

Regards,

Teacher