Attendance Letter from District Superintendent
(CDE, T07-032B, English)
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Date _______________

Dear Parents/Guardians:

______________ School District is dedicated to academic achievement and success for all students. Regular school attendance is an integral part of that success. The district’s Attendance Improvement Program has been successful in increasing the attendance rate for the past two years. The result is improved academic skills and social and emotional growth for our students.

This year the Dropout Prevention Teams and the Attendance Improvement Teams will be aggressive in making sure that students are in school on time, every day. Please read carefully pages ________ in the Parent Information Handbook regarding attendance. Included in that information are the laws pertaining to truancy, excused absences, and unexcused absences. [If your child is absent three or more consecutive days or more than 10% of the school days, a medical verification may be required.*] Please note that if your child is out of school for more than four days, you may ask that he or she be assigned short-term independent study. This will prevent your student from having unexcused absences and will help maintain his or her academic program.

If you have any questions regarding attendance, please contact your school principal. I wish you and your student a most successful school year.

Sincerely,

_____________________
District Superintendent

*Use this portion only if applicable to your school district.