Parent/Guardian Address Block

<<TODAY’S DATE>>

Dear <<Parent Name>>,

This letter is to provide you with information regarding your child’s school attendance. As of this date your child, <<Student Name>>, has accumulated ## absences from school, of which ## are considered “unexcused.” As defined in the *School Parent/Student Handbook*, any absence that “is not properly documented by the student’s parent/guardian, is an **unexcused absence**.”

On several occasions, you have indicated that <<Student Name>> was absent due to illness or doctor/dentist appointments. To date, you have not provided appropriate documentation justifying these absences as “excused” for <<Student Name>>, as again outlined in the *Parent/Student Handbook*, “after three days of illness, student **must provide medical documentation**.”

Submitting appropriate documentation for your child’s absences is imperative for those absences to be considered “excused.” Otherwise, your child’s compulsory absenteeism is considered “unexcused.” If you have any documentation for these unexcused absences, then you must provide them to me by the end of the school day on **<<Date Two Days from Today’s>>**. Failure to provide the necessary documentation by this date will result in a report being filed with the local Child and Family Protection Services for your role in permitting chronic truancy (habitual absenteeism). If you choose to withdraw your child from the school and fail to enroll your child in homeschool or register at another school by **<<Date Five Days from Today’s>>**, then you will be reported to the local Child and Family Protection Services per potential educational negligence.

Please be assured that <<Student Name>>’s educational future is our priority and that you are receiving this letter in accordance with the law, archdiocesan and school policies. For your child to continue receiving superior educational programming rooted in Catholic teaching imbued with challenging scholastic endeavors for successful learning at <<SCHOOL NAME>>, <<Student Name>> must attend, study, and complete homework assignments.

I encourage you to contact me immediately to further discuss your child’s absenteeism and am hopeful that we may resolve any matters impacting your child’s education. I look forward to hearing from you by the end of the school day on **<<Date Two Days from Today’s>>**.

Sincerely,

Signature

Principal