

**SAMPLE 3-DAY LETTER**

**NOTICE TO PARENTS/GUARDIANS REGARDING STUDENT'S  
ATTENDANCE**

***LETTER SHOULD BE PRINTED ON SCHOOL LETTERHEAD***

Date:

Dear *(Parents/Guardians Name)*;

This letter is being sent to notify you that your child, *(indicate child's name)*, has a total of three (3) unexcused absences this school year. According to our records, those days are:

***(list actual days of unexcused absence recorded by the school)***

Research shows that when a child misses a significant number of days from school, their education suffers accordingly. To help your child do their best in school, we urge you to partner with us to maintain and promote your child's regular attendance at school.

If the above information is correct and your child receives three more unexcused absences for a total of six (6) unexcused absences, you and your child will have to appear before our Local Truancy Review Board at our school to discuss this matter in-person.

If you dispute the above unexcused absences, please contact our office immediately so that we can discuss this matter. You can reach us at *(list number of attendance officer)*. If you have any other questions or concerns regarding your child's enrollment, please call *(list contact information for either the principal, school counselor, or dean of students)*.

Sincerely,

*(Name and Signature of School Principal or Representative)*