Parent Name

Address

Date

Dear Parents and Caregivers:

Welcome to the new school year at [SCHOOLNAME]; I am excited about another great year with you. I value and appreciate your involvement with the school to ensure your student’s academic success. The [YEAR-YEAR] school year brings new opportunities to expand and strengthen our focus on meeting each child’s needs.

Our district is particularly committed to making sure that each student attends school regularly and on-time. Statewide, approximately 1/3 of our student body is chronically absent, meaning they miss 10% or more of the academic year. In Kentucky your student’s pathway to graduation, being in school regularly for instruction is a vital part of his/her success. Research shows that missing school for any reason (even excused absences, early dismissals, tardies, suspensions, etc.) can put a child at risk of falling behind as early as kindergarten. I am asking for your support in ensuring that your child arrives each day on time ready to learn. I commit to creating a welcoming and engaging school environment to support your student’s academic growth.

Our staff at [SCHOOLNAME] are ready to support you and your family, so please feel free to contact us.

Warm regards,

Principal

| **What You Can Do[[1]](#footnote-1)**   * **Set a regular bedtime and morning routine.** * **Lay out clothes and pack backpacks the night before.** * **Find out what day school starts and make sure your child has the required shots.** * **Introduce your child to teachers and classmates before school starts to help the transition.** * **Don’t let your child stay home unless truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.** * **If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make your child feel comfortable and excited about learning.** * **Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.** * **Avoid medical appointments and extended trips when school is in session.** | Chronic Absence: 17 or more days Warning Signs: 9 to 16 days Satisfactory: 8 or fewer absences  Note: These numbers assuma 170-day school year. |
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1. Adapted from Attendance Works [↑](#footnote-ref-1)