



Form Letter for Attendance
6 Absences
Administrative Procedure 1.B.40A

1.0 School Administration
1.B Students

Principals may direct Classroom Teachers to deliver this information by e-mail or phone call
Use School Letterhead

[Date, Year]

[Parent Name]

[P.O. Box #]

[Town, MB, Postal Code]

Dear [Parent Name],

This letter is to inform you that your child has missed 6 days in this reporting period. This is on pace to reach an absence rate of 10% of this term. Research shows that missing 10% of school days for any reason exposes children to academic setbacks and higher risks of dropping out of school. Current research in North America shows that students who frequently miss school are less likely to adopt the behaviours and social norms that employers, colleges and communities may expect. Poor attendance can also cause problems with healthy development due to the disruption to learning and social connections with peers and adults at school.

Thank you in advance for your support in promoting positive school attendance.

Respectfully,

[Classroom Teacher Name]

cc: [Insert Name], Director of Programs and Student Services