



Form Letter for Chronic Absenteeism  
10 Absences  
Administrative Procedure 1.B.40B

1.0 School Administration  
1.B Students

\*Add School Letterhead\*

[Date, Year]

[Parent Name]

[P.O. Box #]

[Town, MB, Postal Code]

Dear [Parent Name],

*Option 1:*

This letter is in response to the attendance of [pupil name], who has missed [10 classes this term] [10 percent of instructional days this term], which meets the Manitoba Education and Early Childhood Learning definition of 'chronic absenteeism'. Unfortunately, we have been unable to reach you by phone or email and would like to meet with you to develop a plan in response to the challenges your child faces in attending school.

Please contact me as soon as possible to arrange a time to meet so we can support [pupil name] in attending regularly.

*Option 2:*

This letter is to summarize the meeting that was held on [date] in response to the attendance of [pupil name], who has missed [10 classes this term] [10 percent of instructional days this term]. This number of absences meets the Manitoba Education and Early Childhood Learning definition of 'chronic absenteeism'. Our plan moving forward includes [insert plan].

Thank you for supporting this plan for regular attendance for [pupil name].

Respectfully,

[Principal Name]

Principal, [School Name]

cc: [Insert Name], Learning Coordinator