#### [Attendance Letter from District Superintendent]

[Issue on school district letterhead.]

**[Date]**

Dear Parents/Guardians:

Welcome back to school!

**[ADD DISTRICT NAME]** is dedicated to academic achievement and success for all pupils. Regular school attendance is a critical part of that success. Our district is committed to increasing the attendance rate in all district schools. High attendance rates result in improved academic skills, as well as social and emotional growth for our pupils.

The district will strive to be sure that pupils are in school on time, every day. Please carefully read pages **[ADD PAGE NUMBERS HERE]** in the parent handbook regarding attendance. Included in the handbook are the laws pertaining to excused and unexcused absences. If your child must miss school more than three days, please contact the school as soon as possible; medical verification may be required. We also would like to work with you to help ensure that your child can make up for what he or she missed in class. This will prevent your student from having unexcused absences that may hinder his or her progress in school.

If you have any questions regarding attendance, please contact your child’s school. I wish you and your student a very successful school year!

Sincerely,

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District Superintendent