



**DIOCESE OF JOLIET**  
**CATHOLIC SCHOOLS OFFICE**  
**SAMPLE LETTER**

Date

Name of parent(s)/guardian

Home address

City, state, zip

Dear Mr. & Mrs. Parent,

\_\_\_\_\_ School recognizes that regular attendance is vital to a student's success in school. In order to take full advantage of the educational program offered by the staff at our school, it is essential that children attend and are on time to school on a daily basis.

With this in mind, we regularly evaluate attendance patterns. As of \_\_\_\_\_(date) we note that \_\_\_\_\_ (child's name) has been absent from school \_\_\_\_\_ (written and numeric) days. This represents more than 10% of the \_\_\_\_\_ total attendance days.

Please understand that our purpose is to inform and to be proactive. Regular attendance and parental support, coupled with student effort, are critical factors in learning and being successful in school.

Please feel free to call me if you have any questions and know that we are here to offer help as needed.

Sincerely,

Principal

Cc: \_\_\_\_\_, Classroom Teacher