

Date: _____

ATTENDANCE POINT VALUES

1 day ABSENT = 2 pts.
½ day ABSENT = 1 pt.
ALL TARDIES = 1 pt.

To the parent(s) of: _____

Dear Parent(s):

Please be aware that as of the date of this letter, your child, _____, has accumulated ten (10) or more attendance points due to absences and/or tardies (see chart below). While this may not seem significant at this point in time, if allowed to continue, this could seriously affect your child's education. Please note that on average, an elementary school student will only miss up to five days of school a year.

Student Points Accumulated:

Absent Points	Tardy Points	Total Points

We offer this friendly reminder as a means of encouraging you to review this concern with your child and to urge a higher level of attendance in the future.

We are aware that there may be a special reason for your child's absences or tardies. If this is the case, please call or come into the office to communicate the circumstances, and make sure we have a written record of the situation.

We, as the faculty, at _____ Elementary, are trying to make sure we have reached the parents of all students who have ten (10) or more attendance points. Please view this as a courtesy notice. We appreciate the opportunity to assist you with the education of your child.

Sincerely,

Classroom Teacher Signature