

Date:

Dear: _____:

We are writing to express our concern regarding the attendance for _____. As of this date, he/she has _____ absences. Daily absences cause students to miss important pieces of their education that can have a negative effect on school performance.

Here are some suggestions for better school attendance:

- Make sure to call the attendance line for your student's absences
- Work with our school nurse, name (_____), when your student has health issues
- Arrange vacations and appointments when school is not in session
- Work closely with your student's teachers
- Our school *social worker/family support*, name (_____), may assist with problem-solving, information and sometimes refer to helpful community resources

When a student is absent or late for any reason, the parent/guardian is expected to notify the school within _____ hours. Our attendance line is: _____.

Please contact the principal if we can provide you with further assistance regarding this concern or to make us aware of circumstances surrounding the absences. When a child has seven or more unexcused absences the school must report it as educational neglect to Dakota County Social Services. We would like to see your child's attendance improve before county intervention is needed.

Thank you for your cooperation.

Sincerely,

A child is "educationally neglected" if that child is absent from school due to the failure of the parent to comply with the compulsory education laws (Minnesota Statute 260C.163, subd. 11 and 260C.007, subd. 6), and the child is in need of protective services.)