[School Name]

[School Address]

[City, State ZIP Code]

[Date]

[Parent/Guardian Name]

[Parent/Guardian Address]

[City, State ZIP Code]

[Parent/Guardian Name],

We are happy to see that [Student’s Name] has improved attendance! This is great news, and we are very proud of [Student’s Name].

Being at school every day helps [Student’s Name] learn and make friends. We know sometimes it can be hard to come to school, but everyday counts.

Thank you for continuing to support [Student’s Name] in building strong attendance routines by:

* Talking with them about why school is important.
* Making sure they get enough sleep and are ready for school each day.
* Sharing with us if you have any questions or need help.

Please call us at [School Phone Number] or email us at [School Email Address] if you need anything. We are here to support you and [Student’s Name].

Sincerely,

[Principal’s Name]

[Principal’s Title]

[School Title]