

Attendance Policy Reminder

Date: [Insert Date]

Dear Students,

We hope this message finds you well. As a reminder, our attendance policy is in place to ensure that all students maximize their learning opportunities and participate fully in our academic community.

Please be aware that:

- Students are expected to attend all scheduled classes.
- Absences must be communicated in advance whenever possible.
- Excessive absences may result in academic penalties.

Your attendance is crucial for your success, and we encourage you to reach out if you are facing challenges that may impact your attendance.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]