

Attendance Monitoring Notice

Date: [Insert Date]

To: [Parent/Guardian Name]

[Parent/Guardian Address]

Dear [Parent/Guardian Name],

We hope this letter finds you well. We are writing to inform you about the attendance record of your child, [Student Name], who is currently in [Grade/Class Name].

As part of our commitment to providing a successful educational experience, we closely monitor student attendance. We have noticed that [Student Name] has had [number] absences/tardies in the past [time period].

If there are any underlying issues or circumstances affecting [Student Name]'s attendance, please feel free to reach out to us. We are here to support both you and your child.

Thank you for your attention to this matter. We look forward to your cooperation in ensuring [Student Name] maintains consistent attendance.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]