

Parental Notification of Attendance

Date: [Insert Date]

Dear [Parent's Name],

We hope this message finds you well. We are writing to inform you about your child, [Child's Name], and their attendance at [School Name].

According to our records, [Child's Name] has accumulated [number] of absences/tardies this semester. Regular attendance is crucial for academic success, and we encourage you to discuss this matter with your child.

If there are any circumstances affecting your child's attendance that you would like to share with us, please feel free to reach out. We are here to support both you and your child.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]