

School Attendance Compliance Letter

Date: [Insert Date]

[Parent/Guardian Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

We are writing to inform you of the attendance compliance requirements for [Student's Name], who is enrolled in [Grade/Class Name] at [School Name]. As per our school policy and regulations, it is essential for students to maintain a satisfactory level of attendance.

According to our records, we have noticed that [Student's Name] has had [Number] days of absence during the [Current Academic Year]. While we understand that absences can happen due to various reasons, we would like to remind you of the importance of regular attendance for achieving academic success and meeting school guidelines.

We kindly request that you ensure [Student's Name] attends school regularly and that any future absences are communicated to the school administration in a timely manner.

If you have any questions or require assistance, please do not hesitate to contact us at [School Phone Number] or [School Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Address Line 1]

[School Address Line 2]

[School City, State, Zip Code]