

# Attendance Guidelines Reinforcement

Dear [Recipient's Name],

We hope this message finds you well. As a reminder, we want to reinforce our attendance guidelines to ensure a productive and supportive learning environment for everyone.

## Attendance Guidelines:

- Students are expected to attend all classes unless otherwise excused.
- In case of illness or emergencies, please inform the school as soon as possible.
- Excessive absences may result in additional support requirements.
- Arriving late or leaving early without prior notice can disrupt the learning process.

Your cooperation in adhering to these guidelines is greatly appreciated. Together, we can foster a positive and effective educational experience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]