

Notification of Student Absenteeism

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are writing to inform you that your child, [Student's Name], has been absent from school for [Number of Days] days as of [Insert Date]. Regular attendance is critical to your child's academic success, and we want to ensure that they receive all the necessary support to help them catch up.

To assist your child during this time, we would like to remind you of the following resources available:

- **Homework Assistance Program:** Available every Tuesday and Thursday from 3:00 PM to 5:00 PM.
- **Peer Tutoring:** Connect with fellow students who can help with specific subjects.
- **Counseling Services:** For any emotional or social support needs, please contact our school counselor at [Counselor's Contact Information].

Please feel free to reach out to us if you have any concerns or if there are specific issues we should be aware of that might be affecting [Student's Name]'s attendance. We are committed to working together to support your child's success.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[School Name]
[Contact Information]