

Attendance Improvement Action Plan

Date: [Insert Date]

Dear [Student's Name],

As part of our commitment to your educational success, we have noticed some concerns regarding your attendance. It is important that we work together to improve this situation to ensure you can achieve your academic goals.

Overview of Attendance Concerns

You have missed [insert number] days of school in the [insert semester/academic year]. This level of absenteeism can have a significant impact on your learning and overall performance.

Action Plan

1. **Regular Attendance:** You are expected to attend school regularly. Please aim for at least [insert percentage]% attendance moving forward.
2. **Set Goals:** Together, we will set specific attendance goals for the upcoming weeks/months.
3. **Check-ins:** We will schedule weekly check-ins to discuss your progress and any barriers you may be facing.
4. **Support Services:** If you need assistance, we can connect you with support services such as counseling or tutoring.

Next Steps

Please meet with me on [insert meeting date] to discuss this plan further. Your cooperation and motivation are crucial to your academic success.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]