

Student Attendance Rehabilitation Approach

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Attendance Rehabilitation Plan for [Student's Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the attendance pattern of [Student's Name] and to propose a rehabilitation approach to assist in improving their school attendance.

Over the past [duration], it has come to our attention that [Student's Name] has faced challenges that have impacted their ability to attend school regularly. This letter aims to outline a structured plan that will support [Student's Name] in overcoming these obstacles.

Attendance Goals

- Increase attendance rate to 90% by the end of the semester.
- Engage [Student's Name] in individual counseling sessions once a week.

Action Steps

1. Meet with [Student's Name] to discuss challenges and set goals.
2. Monitor attendance weekly and provide feedback.
3. Involve parents/guardians in the rehabilitation process.

Support Resources

We will provide additional resources such as tutoring, mentorship programs, and counseling to ensure [Student's Name] has the support needed to succeed.

It is crucial that we work together to create a positive and encouraging environment for [Student's Name]. I look forward to discussing this plan further and would appreciate your feedback.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]

[Your Position]

[Your Contact Information]