

Follow-Up on Attendance Concerns

Date: [Insert Date]

Dear [Parent/Guardian's Name],

I hope this message finds you well. I am writing to follow up on our previous discussion regarding [Student's Name]'s attendance at school. We have noticed that he/she has been absent on several occasions, and I wanted to reach out to see how we can support you and [Student's Name] in improving this situation.

Regular attendance is crucial for [Student's Name]'s academic success and social development. If there are any challenges or circumstances affecting [his/her] ability to attend school, please do not hesitate to share them with us. We are here to help.

I would appreciate the opportunity to discuss this matter further. Please let me know a convenient time for us to meet or talk. Together, we can work towards ensuring [Student's Name] has the best possible experience at school.

Thank you for your attention to this important matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]