

# Inquiry Regarding School Attendance Policy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name or School Administrator],

I hope this message finds you well. I am writing to inquire about the school's attendance policy, specifically regarding [specific concerns or questions, e.g., excused absences, tardiness, etc.].

As a parent of a student enrolled in [grade/class name], I want to ensure that I fully understand the guidelines and expectations surrounding attendance to support my child's educational experience.

If possible, I would appreciate any documentation or resources that outline the policy in detail. Additionally, I would like to understand how the school addresses attendance issues and what steps are taken to support students and families.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]