

# Student Attendance Improvement Plan

Date: [Insert Date]

To: [Student's Name]

From: [Your Name]

Subject: Attendance Improvement Plan

Dear [Student's Name],

We have noticed that your attendance has not been meeting the expected standards. Regular attendance is essential for your academic success, and we are here to support you in improving it.

To address this issue, we propose the following attendance improvement plan:

- **Target Attendance Rate:** [Specify Target Percentage]
- **Strategies:**
  - Set a consistent schedule.
  - Identify any barriers to attendance.
  - Engage in regular check-ins with a mentor.
- **Support Resources:**
  - School counselor sessions.
  - Access to tutoring services.
  - Peer support groups.
- **Review Dates:** [Insert Dates for Follow-Up]

We believe that with dedication and support, you can improve your attendance. Please feel free to reach out if you have any questions or require additional assistance.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]