

Attendance Improvement Plan

Date: [Insert Date]

To: [Student's Name]

From: [Teacher's Name]

Subject: Personalized Attendance Improvement Plan

Dear [Student's Name],

We are committed to helping you succeed and recognize the importance of regular attendance for your academic success. This letter serves as a personalized Attendance Improvement Plan aimed at addressing your attendance challenges.

Current Attendance Status

Your current attendance rate is [Insert Percentage]% with [Insert Number] absences this term. This has impacted your academic performance in the following subjects: [List Subjects].

Goals

- Improve overall attendance to at least [Insert Percentage]% by the end of the term.
- Reduce absences in core subjects.

Action Steps

1. Set a consistent daily schedule.
2. Communicate any issues affecting attendance with your teacher or school counselor.
3. Utilize school resources such as tutoring and support services.

Support and Resources

We are here to support you. Please reach out to [Insert Name] at [Insert Contact Information] for any assistance you may need.

We believe that with effort and support, you can improve your attendance and academic performance. We will review your progress in four weeks.

Sincerely,

[Teacher's Name]

[School Name]

[Contact Information]