

# Classroom Attendance Requirements

Dear Students,

We would like to remind you of the attendance requirements for this course:

- Attendance is mandatory for all scheduled classes.
- Students are allowed a maximum of two unexcused absences per semester.
- Any absence must be reported to the instructor in advance.
- Late arrivals will be recorded and may count as partial absences.
- Participation in class discussions is expected and contributes to your final grade.

It is essential to maintain regular attendance in order to succeed in this course.

Thank you for your attention to this matter.

Sincerely,

[Instructor's Name]

[Course Name]

[Date]