

(interior of encouragement mailer)

Attendance Information

Dear Parent/Guardian of **[Student Full Name]**:

Attendance matters and we need your help this year. A few absences every month can add up to weeks of lost learning over the year. Missing school, whether for excused or unexcused reasons, disrupts a student's education.

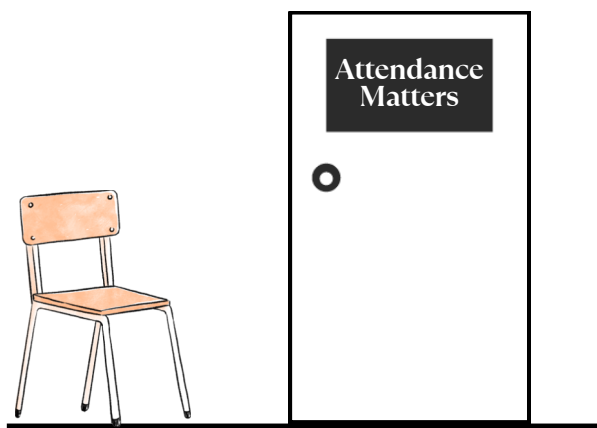
You can play a big role in improving **[Student First Name]**'s attendance. If you have questions, please call us at (123)-456-7890 or email at schoolname@attendance.org.

Sincerely,

Dr. ---

Superintendent Name (or principal)

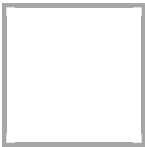
School District Name



insert district/school logo here



(exterior of encouragement mailer)



The School District of _____
Office of Superintendent
Address street
address office
city, state ZIP

To the Parent/Guardian of:
[Student First Name] [Student Last Name]
[Address]
[City], [State] [Zip]
[Unique Code]



Important School Attendance Information

