

School Letterhead

(Attendance Letter – 5 Day)

Date

Parent/Guardian
Mailing Address
City, State, Zip

Dear Parent/Guardian:

It is the intent of the Colleton County School District to provide a sound educational program for the children in our county. In order for a student to participate fully in the learning process, regular attendance is necessary.

To date, your child has had _____ unexcused absences. According to our district policy, a conference has been scheduled for **day**, **date**, at **time** to discuss your child's attendance.

Please call the school at **School's Telephone Number** upon receipt of this letter to confirm this meeting. If you are unable to meet with us at this appointed time, please call the school's attendance clerk to reschedule the meeting.

I appreciate your consideration in this matter and look forward to working with you. Please be assured that every attempt will be made to assist you and your child with any attendance problems that may exist. Your prompt reply is anticipated.

Sincerely,

School Principal Name