[Your School's Letterhead]

Date: [Insert Date]

Subject: School Attendance

Dear Families/Guardians,

As we look towards the end of the school year, I want to follow up on our previous communications regarding the significance of regular school attendance. Students are consideredChronically Absent if they have missed 10% or more of school days in session, which can be as few as two days of school a month. During the Spring Break, please consider the following activities that you can do at home to stay connected to school:

**Encourage Reading:**

Create a cozy reading habit and spend time reading together. Choose books that are engaging and appropriate for their age level. You can also have a family reading challenge.

## Visit Educational Places:

If possible, visit museums, science centers, or historical sites. These outings can make learning exciting and relevant.

## Promote a Growth Mindset:

Talk about the importance of education and how school can be a place for learning and growing. Emphasize the positives of attending school regularly.

## Maintain a Sleep Schedule:

Ensure that your children are getting adequate sleep by sticking to a regular bedtime routine. Good sleep is crucial for their overall well-being and school performance.

## Discuss School Positively:

Talk about school in a positive light. Share stories about your own school experiences and highlight the fun aspects of learning.

## Prepare for Return and Involve Them in Planning:

Gradually transition back to the school routine a few days before school resumes. This could include reviewing school materials and discussing the upcoming activities. Let your student help plan their return to school, like picking out outfits or organizing school supplies.

By prioritizing regular attendance, you help ensure that your child receives the full benefit of their educational experience and contributes positively to our school community. If you have any concerns or need assistance related to school attendance, please do not hesitate to reach out. Together, we can work towards improving attendance and supporting your child’s success.

Warm regards,

[Your Full Name]

[Your Position] [School Name] [Contact Information]