

**Board Policy Reference JBD  
Letter #1, Initial Absence Letter**

Date

Parents' Name  
Address  
City, State Zip

Re: Student's Name

Dear Parent:

Your child, \_\_\_\_\_, has been inexcusably absent from school more than three consecutive days, five days in a semester, or seven days during the school year.

In our school's handbook that you received in August, it included the Board of Education Policy and our administrative guidelines regarding absences. Though you have provided excusable reasons for your child's absences, we are concerned that eventually this pattern will result in diminished learning. I am writing to inform you that future absences may require verification from the appropriate professional office in order to be classified as an excused absence.

I want to assure you that our primary concern is your child's opportunity to learn and to make continuous progress. We want to continue to work together so that you child receives the optimal benefit from the school experience.

Please contact \_\_\_\_\_ if you have any questions about this or would like to visit further.

Respectfully,

(Principal)