**SAMPLE LETTER TO PARENTS**

SCHOOL LETTERHEAD

Date

Dear Parent,

I have been trying to reach you by phone and/or text message without success. I need to talk to you about your child’s attendance at school. I want you to know that your child’s success at XJHS is important to us and we are here to support you and your child.

I would like to discuss with you the reasons for your child’s absences and how we can help improve his/her attendance. I also want to listen to any concerns that you might have at this time so we can work together toward the best outcome. Please contact me at your earliest possible convenience at: XXX-XXX-XXXX (work phone), email address, or by text on my cell phone, XXX-XXX-XXXX.

Sincerely,

Name

GEAR UP Coordinator