



## Courtesy Parent Notification

Date: \_\_\_\_\_

To the parent(s) of: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dear Parent(s):

Please be aware that as of the date of this letter, your child, \_\_\_\_\_, has unexcused absences. While this may not seem significant at this point in time, if allowed to continue, this may affect your child's educational performance. Please note that a parent may excuse a child for: an illness, family emergency, a scheduled health care visit or scheduled family event (please refer to WCSD Policy 2900). Research supports that students who miss less than five times per year are more successful in school. We have included a summary of your child's attendance and tardies.

Unexcused Absences	Excused Absences	< 20 min. Tardy	>20 min. Tardy
Totals	Totals	Totals	Totals

We are aware that there may be a special reason for your child's absences or tardies. If this is the case, please call or come into the office to communicate the circumstances.

We offer this friendly reminder as a means of encouraging you to review this concern with your child and to urge a higher level of attendance in the future. You can follow your child's attendance record online through PowerSchool at <https://psa.washk12.org/public>. Contact your school's secretary for a username and password. Please view this as a courtesy notice. We appreciate the opportunity to assist you with the education of your child.

Sincerely,

\_\_\_\_\_  
 Classroom Teacher or Counselor Signature