



APPENDIX C1

SAMPLE LETTER OF CONCERN FROM PRINCIPAL – 5+ Days Absent

[Today's Date]

[Parent/Guardian Name]

[Parent/Guardian Address]

Dear Parent/Guardian:

RE: [Student Name]

We are concerned about your child's attendance. We know that when children miss school, are late or absent, they can develop gaps in their education. Additionally, this can make them feel disconnected from their friends and make school an uncomfortable place to be. Please see below a detailed list of your child's absences.

Whatever the reason for your child's absences/late arrivals, [Abbreviated AC Name (ex. "Mrs. Clark")], our regional Attendance Counsellor, is available to work with you and your child to encourage regular, on-time attendance. You can reach her in the following ways:

- [List alternate contact methods]
-
-

Our Attendance Counsellors start to monitor the attendance of our pupils when their absences begin to interfere with their academic success.

If improvement has not been noted, [Abbreviated AC Name (ex. "Mrs. Clark")] may contact you and/or your child to further discuss your child's attendance and offer support.

Sincerely,

[Principal Name]

Principal

Cc: Attendance Counsellor
Supervisory Officer

Absences	SEPT	OCT	NOV	DEC	JAN	Total
Morning						
Afternoon						
Lates						
	FEB	MAR	APR	MAY	JUN	Total
Morning						
Afternoon						
Lates						



APPENDIX C2

SAMPLE LETTER OF CONCERN FROM PRINCIPAL – 10+ Days Absent

[Today's Date]

[Parent/Guardian Name]

[Parent/Guardian Address]

Dear Parent/Guardian:

RE: [Student Name]

Since September, your child has missed () school days. We know that when children miss school, are late or absent, they can develop gaps in their education. Additionally, this can make them feel disconnected from their friends and make school an uncomfortable place to be. Please see below a detailed list of your child's absences.

Whatever the reason for your child's absences/late arrivals, [Abbreviated AC Name (ex. "Mrs. Clark")], our regional Attendance Counsellor, is available to work with you and your child to encourage regular, on-time attendance. You can reach her in the following ways:

- [List alternate contact methods]
-
-

Our Attendance Counsellors start to monitor the attendance of our pupils after 10-15 cumulative absences within a 3-month period.

If improvement has not been noted, [Abbreviated AC Name (ex. "Mrs. Clark")] may contact you and/or your child to further discuss your child's attendance and offer support.

Sincerely,

[Principal Name]

Principal

Cc: Attendance Counsellor
Supervisory Officer

Absences	SEPT	OCT	NOV	DEC	JAN	Total
Morning						
Afternoon						
Lates						
	FEB	MAR	APR	MAY	JUN	Total
Morning						
Afternoon						
Lates						