

September 27, 2007

Name
Address
City, State, Zip

Dear Parent/Guardian of (insert student's name):

The Stonington schools are committed to success for all students. With this emphasis in mind, we bring to your attention the number of days (insert student's name) has been tardy.

Year – 2000 – 2001 Days Tardy - School Days to Date –

There is a direct relationship between school attendance, time spent in instruction, and academic achievement. We bring this matter to your attention because of the potential negative impact this situation may have on your child's education.

If you have any question, please do not hesitate to call the school at (860) xxx-xxxx. Thank you, in advance, for your cooperation in this matter.

Sincerely,

Name
Title

2MB Mac Format:five day tardy letter