

September 27, 2007

Name
Address
City, State, Zip

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

This letter acknowledges your intent to take a vacation from (date) to (date) and I am forwarding this information to (insert student's name)'s teachers.

I bring to your attention, however, that even though the Stonington Schools will not count these days when completing State-required truancy (unexcused absences) reports, all absences (excused or unexcused) are recorded and periodically reviewed by a school team to monitor students with high rates of absenteeism. Since research shows that success in school is directly correlated with attendance, the district is committed to reducing absenteeism.

Please be aware of these attendance procedures and policies as you make future plans that require your child be absent from school.

If you have any questions, feel free to contact me.

Sincerely,

Name
Title

Cc: (teacher's name)

2MB Mac Format:vacation letter