

(School *Letterhead Here*)  
**NOTICE OF ABSENTEEISM**  
(1<sup>st</sup> Notice @ 5 days)

Student:  
Date of Birth:  
Grade:  
Home Telephone:  
Date of Notice:

(*Insert Parent's Name*)  
(*Parent's Address*)

Dear

(*Student*) has been absent and /or tardy to school an excessive amount of days. (*She/he*) has been absent (*enter dates*) and tardy (*enter days*). Your child's future success in life and work requires good attendance habits, which are formed when they are very young. It is very important for the educational well being of your child to attend school regularly.

If your child's attendance does not improve, we will refer your family to the Regional Office of Education's, Regular Attendance Program (RAP). RAP is a positive intervention program designed to help students and their families become more aware of the importance of consistent school attendance. RAP also assists in resolving problems that create excessive absences and a possible referral to the Attendance Officer.

If you wish to discuss this matter further, please feel free to contact me at (*insert school number*). Thank you for your cooperation regarding this matter.

Respectfully,  
(*Signature of Administrator*)