**School Letterhead**

Date:

Parent(s)/Guardian(s) of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian,

According to our records, your child has \_\_\_\_\_\_\_\_ unexcused absences and \_\_\_\_\_\_\_\_ unexcused tardies this school year. Our goal is to ensure that every student attends school regularly. Per Florida Compulsory School Attendance Law, students are required to attend school.

The following reasons for an absence are excused with a parent/guardian note or a doctor’s note:

* Illness of student
* Death in the family
* Appointment of student with a health professional (submit a doctor’s note)
* Prior approval by school for absence

Parents are responsible for providing written documentation within three days of the student’s return to school for any absences or the absence may be considered unexcused. Please upload the Absence Verification form or documentation in the parent portal. The Absence Verification form can be accessed on the school website or can be located from the school district’s family page, <https://ecsd-fl.schoolloop.com/families>. Directions on how to upload into the Parent Portal can be found at this link, https://www.youtube.com/watch?v=UNGdgJaat\_E.

Please be advised that if unexcused absences continue, you may be required to attend an Attendance Child Study Team Meeting. If you feel our records are incorrect, or there are circumstances which we should be aware of, please contact the school’s attendance office at [school contact information].

Each child deserves the best possible chance for success. Being at school on time and attending school daily, contributes to higher grades and better performance.

Sincerely,

School Representative