



Appendix B

Current date

To the Parent/Guardian of \_\_\_\_\_,

This letter is to inform you that your son/daughter \_\_\_\_\_ has missed \_\_\_\_\_ school days due to a variety of reasons. I am very concerned about your child's education. It is well documented that the greater a student's attendance rate, the greater his/her successes are in school.

Due to the large number of days missed, I am requesting a note from a medical doctor for any future days missed. If your child misses any full or partial day of school for the remainder of the school year, a note from a licensed medical doctor must come with the child on the very first day he/she returns to school. If such a note is not provided to the associate principal, the absence will be considered a truancy, and we will follow through accordingly.

Our intention is positive. We want to be able to provide the best opportunities available to your child here at \_\_\_\_\_ High School.

If you have any questions or concerns, I welcome your phone call. My number is 000-000-0000.

Sincerely,

[www.fortschools.org/boardpolicies](http://www.fortschools.org/boardpolicies)



201 Park Street  
Fort Atkinson, WI 53538  
920-563-7800

Associate Principal