**[Your District Name] Local Schools** **Courtesy Attendance Notification**

Dear Parent/Guardian,

We hope this message finds you and your family well.

We’re reaching out as a friendly reminder about the importance of regular school attendance and how it supports your child’s learning and success. According to our records, as of today, your child has missed at least **30 total hours** of school so far this year. This includes both excused and unexcused absences, but does *not* include any time missed due to documented medical appointments or conditions.

If your child has missed school for a valid reason, please remember to submit a note from a parent/guardian or doctor to the school office so we can ensure those absences are accurately documented.

Our goal is to work together with you to support your child every step of the way. If you have any questions, need clarification, or would like help navigating any attendance concerns, please don’t hesitate to contact the high school office. We’re here to help.

Warmly,  
 **[Principal’s Name or School Official]** **[School Name]** **[Contact Information]**