Date

Dear Families,

Congratulations! Your child was present in school for NUMBER OF DAYS this school year. We acknowledge the hard work it takes for students and families to get to school every day, on time, and we want to thank you for your commitment to making every day count!

In Washington DC, 1 in 4 students are chronically absent, meaning they miss 18 days or more throughout the school year. We know that just a few missed days here and there, even if they’re excused absences, can add up to too much lost learning time and put children behind in school. This is as true in kindergarten as it is in high school. Put simply, attending school every day helps our students at any age learn more so they can earn more after graduation.

We appreciate everything you do to ensure your child comes to school every day, on time. You can help us convey the message and share why every day counts with other students and families. You can also use **#EveryDayCounts** on social media to share what you and your family do to make attendance a priority.

Our teachers and staff will be busy this summer getting ready for next year, and we are looking forward to seeing you the first day back on [DATE and TIME]. [Our schools will be hosting a special event on WHAT DAY/offering incentives and contests to encourage students to come to school every day.]

[INSERT SIGNATURE]