**Sample Back to School Letter**

[Insert Every Day Counts! Logo here]

[Please change the language in this letter if appropriate to best fit the needs of your school’s students and families.]

Dear Parents and Families:

Did you know that showing up to school every day is essential to success in school? Just missing 1 -2 days each month is a sign that a child is at academic risk.  Using the tips below, you can make a real difference in ensuring your child’s success. As a parent or family member, you are essential in ensuring your child is on time, every day. Every day counts!

**Some Attendance Tips to Promote Student Learning:**

* Make sure your students keep a regular bedtime and establish a morning routine so they are rested and alert when they get to school.
* Turn off all electronics including TVs, phones and tablets at bedtime.
* Make sure clothes and pack backpacks are ready the night before.
* Check with our school nurse or office staff if you are not sure about when to keep your child at home due to illness.
* Avoid scheduling vacations or doctor’s appointments when school is in session.
* Talk to teachers and counselors for advice if your student feels anxious about going to school.
* Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your student to school.

Please let us know how we can best support you and your student so that they can show up for school on time every day.

Sincerely,

[Insert signature and school logo here]