Date

Dear Families,

Are you planning a family trip for the holidays? As you think about your arrangements, we want to stress the importance of sending your child to school every day, on time. Every year, absences spike in the weeks before and after the winter holiday as families squeeze in a few more vacation days. It’s time to break that cycle. 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 your child behind in school. This is as true in kindergarten as it is in high school. Put simply, too many absences at any age can affect a student’s chances for academic success and eventually for graduation.

We recognize that holidays are an important time for reconnecting with families far away. The costs of plane tickets often influence when you want to travel. But keep in mind the costs to your children’s education if they miss too much school— and the message you will be sending about the importance of attendance. Even if you’ve got a homework packet from the teacher, it doesn’t make up for the interaction and learning that happens in the classroom. You can help us convey that message by avoiding taking extra days off during the winter break.

Our teachers will be teaching, and our students will be learning, right up until vacation starts on [DATE and TIME] and 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]