



San Diego Unified School District

ATTENDANCE WARNING LETTER

DATE: _____

STUDENT NAME: _____

BIRTH DATE: _____

SCHOOL: _____

GRADE: _____

Dear Parent/Guardian:

The objective of our school, as with all schools, is to successfully establish an educational environment that will assist all of our students to learn in a variety of classroom situations. In order to do this, children must attend school daily. Under Education Code, Sections 48200 and 48260(a), attendance in school is mandatory.

In a recent review of attendance records, it was found that your child has been absent _____ times, and tardy _____ times, since _____.

It is impossible to express the degree of our concern through this letter. Please call me at _____ to arrange a mutually acceptable meeting time so that possible solutions might be explored to correct this developing attendance problem.

Your cooperation in fulfilling your obligations to send your child to school is appreciated.

Sincerely,

Counselor or Administrator