

The Nokesville School

12375 Aden Road
Nokesville, VA 20181
Phone: 571-781-3040
Fax: 703-594-2068

Mr. Eric Worcester, Principal Mr. Geoff Brunson, Assistant Principal

SAMPLE letter

Date:

To the Parent of:

This letter is intended to communicate with you regarding your child's attendance and seek your cooperation in establishing proper school attendance. Virginia law requires compulsory attendance for all students within the ages of 5-18. Attendance is also factored in the Criteria for School of Excellence. It is the responsibility of the parents/guardians to see that their child attends school regularly.

The purpose of this letter is to inform you that your child has accumulated _____ absences and _____ tardies this school year.

Students are tardy if they have not entered the building by 8:10 a.m.

Prince William County Schools has adopted Regulation 724-1 which states that "Students in grades kindergarten through eight who miss 10 or more days of school, excused or unexcused, for which little or no make-up work is completed, may be considered for retention." Exception: Certification by physician. Certification from a physician exempts a student from being retained for attendance; however, even with doctor's notes or prior administrative approval (filling out the Administrative Absence Request Document) the school will be communicating with you to discuss attendance concerns.

Poor attendance can have a negative effect on your child's education. Your cooperation in assuring your child's attendance in school each day is necessary to ensure your child's academic success.

Please sign and return the bottom portion to acknowledge receipt of this letter. If you have any questions or concerns regarding this matter, do not hesitate to contact the school office at 571-781-3040

Sincerely,

Eric Worcester
Principal

Geoff Brunson
Assistant Principal

I have received and understand the letter regarding my child's attendance.

Student Name

Parent Signature