



Notice of Unexcused Student Absence

Teacher's Name
Email address
Course Subject
Period & Time

Date

Dear parents and/or guardians of _____,

I am contacting you to let you know that your child is recorded as having an unexcused absence today in my class.

We request that you notify our office manager by 9am on the day when your child will have an excused absence to ensure the effectiveness of our attendance tracking system. If our system is reflecting inaccurate information, and/or if you have already made a call on your child's behalf, please accept our apologies and feel free to contact Sue in our office either by phone at 306-756-3303 or by email at chs@briercrest.ca.

At CHS, we are committed to encouraging our students to develop an attitude of excellence towards their studies in order to prepare them to be lifelong learners in their sphere of influence. Students who skip classes miss out on important instructional time; our policy invites parents, students, mentors, teachers and administrators to work together to help students develop conscientious and healthy attitudes towards class attendance. Our intention is to be primarily regenerative rather than primarily punitive. Please visit our CHS website at www.caronporthighschool.ca under the "Policies and Codes" section in order to view the details of our CHS policy statements regarding "Unexcused Absences" as well as our "Attendance Policy".

We believe that parents should have the opportunity to address these types of issues with their children. To this end, I would like to invite you to dialogue with your child about this unexcused absence and to contact me if you feel that we need to work together in a particular way to address this situation. I would be happy to do whatever I can to encourage your child to be meaningfully engaged and immersed in our classroom learning experiences.

Yours Sincerely,
