

Date

Dear Parents/Guardians:

The Manitoba School Attendance Act, Part XIV, Section 260 states that children must be present at school on a regular and timely basis. I have been told that *(Name)* is missing many days of school.

By law, it is your duty to make sure that *(Name)* goes to school regularly. If you need help in developing a plan to have this happen, please contact _____.

Yours truly,

School Attendance Officer.

Copy to: Principal
Assistant Superintendent, Student Services