

SAMPLE LETTER - Use your letterhead.

Date: _____

Dear Parents,

San Diego Unified School District permits schools to conduct a "Saturday School" which allows students to make up missed instructional days and enables schools to recover lost revenue.

Our attendance records indicate that your child qualifies to participate in (Your School Name) Saturday School due to having at least one absence since the beginning of the year. Your child's attendance at Saturday School will clear up one day of unfunded absence.

This special class will be held Saturday, (Date), from (Time) to (Time).

This session will be considered as an instructional day and will be taught by (Your School name) teachers. This opportunity to attend Saturday School will then clear up your child's unfunded absence.

Please complete and return this form to your child's teacher tomorrow. Thank you for your cooperation.

In the best interest of our children,

(Principal's name)
Principal

(Attendance clerk name)
Attendance Office

Student's Name

Room #

Parent's Signature

_____ Yes, my child will attend Saturday School session on (Date)

_____ No, my child will not attend the Saturday School session on (Date)

Reason: _____
