



**WAGNER ELEMENTARY SCHOOL**  
OF THE NORTH EAST SCHOOL DIVISION #200

**Phone: 306-862-5434 Email: wagner@nesd.ca**  
**308-9<sup>th</sup> Ave W, PO Box 460, Nipawin, Saskatchewan S0E 1E0**

**Principal: Trevor Norum**

**Vice-Principal: Erin Ernst**

Date XXXXXX

Dear parents of XXXXXX:

I am writing this letter to share our concern regarding \*\*\*\*\*'s attendance this past year. We would like to make you aware that \*\*\*\*\* has missed **\*\*\*\*% of the school year**. We find that when students attend school regularly, they do much better and school becomes more enjoyable. Research shows that the three ways to best improve student attendance is for students to form and build positive school relationships, improve parent involvement in the school, and to ensure that students are engaged in instruction that is meaningful to them. We hope that our school plan will address each of these areas.

Students miss school for a variety of reasons such as illness, doctor appointments, and family activities. Our attendance records show that students in our school miss approximately 4.8 % of the school days. You are receiving this letter because \*\*\*\*\* has missed a total of \*\*\*\*\*% of the school days.

We would like to let you know that we will be starting an Attendance Team (A-Team) at our school and your child will be a part of this team. The purpose of the group is to find out what the reason is for your child missing so much school and put a plan in place to address the problem.

With your child being part of the A-Team, our school will be doing the following:

1. formally meeting with each student who misses more than 12% of the school days and let them know that we want to help them improve this;
2. ask students why they are missing so much school and give them the skills, positive supports, and set attendance goals for the next 2 months of school;
3. communicate with each parent to let them know what supports we can provide at the school (Mrs. Sisson and Mrs. Prall will set up meetings either at school or at your house to do this);
4. invite families to Wagner Elementary School to eat breakfast at our school (no cost) once per week to celebrate attendance improvements;
5. our school outreach worker will monitor attendance each day.

Should you have any questions about this or wish to set up a meeting with administration in advance, please do not hesitate to call.

Yours in education,

Mr. T. Norum

Mr. G. Comfort