# How to Use the Attendance Campaign Parent Letters

## The kit includes three letters that can be sent from your school leader, like a principal or a superintendent, to parents. The letters are concise explanations of why attendance is critical to student achievement and school funding:

* Letter to Parents: Grades K – 3
* Letter to Parents: Grades 4 – 12
* Letter to Parents: All Grades
* Attendance Works-braded resource: Health Guidance – When to Go to School
* Attendance Works-branded resource: Health Guidance – Tips for Staying Healthy

The letters are differentiated by grade for local education agencies that would like to target parents of certain grade ranges with information that applies to their children’s level of learning. There is also a letter that is appropriate for use with all grades.

The templates are Word documents, so customizing it to your school or district is simple. First, delete the “Your Logo Here” image from the top of the template. In Word, navigate to the Insert tab and upload an image of your school’s logo or branding image. Use Word’s rescaling tool to size the image to your preference, and then center the image by highlighting it and selecting the “center” button from the Word Paragraph pane in the top ribbon.

All areas requiring your information are highlighted in yellow. The letters can be used as-is or further customized to your district’s needs.

Questions on how to use the letters can be directed to mreynolds@sde.idaho.gov.