Dear Family,

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has missed five or more days from our North Carolina Pre-Kindergarten class during the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We are concerned. We have tried contacting you but have been unsuccessful. Children must attend in order to benefit from this high-quality educational program. Please contact us immediately. If we do not hear from you, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_, your child’s name will be transferred to the waiting list and another child who can attend will be enrolled.

Sincerely,

Site Administrator