

Month Day, 20[25/26]

To the Parents/Guardians of STUDENT NAME:

Thales Academy recognizes that regular attendance and arriving at school on time are vital to a student's success. In order to take full advantage of the educational program offered, a student's consistent presence for each full school day is essential.

With this in mind, as of today's date, we have a record that thus far during the 2025–2026 school year, your student has:

____ Unexcused Absences
____ Total Absences (of any type)
____ Tardies/Early Departures

As per our handbook, **a student's enrollment will be placed under review when a student reaches any of the following benchmarks during a school year: five unexcused absences, ten total absences of any type, or 12 tardies/early departures.** Since daily, on-time attendance is important in a child's education and allows them to be successful, the attendance record of your student is a problem that requires immediate attention. In addition, state compulsory school attendance laws require children to attend school on a regular basis.

At this time, your child's enrollment status has been placed under review, and this will serve as a formal attendance contract. We strongly encourage you to help your student establish positive, dependable habits that will result in a more regular pattern of attendance.

IMPORTANT: Any additional [SELECT: unexcused absences, absences, tardies or early departures] recorded for your student between the date of this notice and the end of the 2025–2026 school year that are not approved by the Thales Academy Board of Directors* will result in immediate termination of your student's enrollment at Thales Academy.

**Requests for absences or tardies/early departures beyond the policy threshold will be considered only for reasons of health, bereavement, or injury and must be approved by the Thales Academy Board of Directors. Proper documentation from a medical professional is required to appeal for any increase.*

At Thales Academy, we work very hard to ensure that your child receives the best education possible. Attendance is essential to facilitate this. If you have questions, please do not hesitate to contact us.

Regards,

Head of School, Thales Academy Campus