Dear Students, Parents, and Guardians,

Welcome back to another exciting school year in [District Name]!

As we prepare to return to our classrooms and routines, I want to express my gratitude to our incredible students, dedicated educators, supportive families, and hardworking staff members. YOU are the ones who make [District Name] a place to [district motto or values].

Here are some of the exciting new programs and changes you will see when you return to school:: [list noteworthy district improvements such as building renovations, additional afterschool programs, or new software **in bullet points]**.

**Attendance is a big focus for us this year!**

We are working hard to make every school building a place where students want to be. **Our goal is to have every student in their seat every day**. Every absence, even excused, makes it more difficult for students to succeed, no matter what grade they are in. When absences add up, even in the elementary years, it becomes harder and harder to graduate. Truly, every day counts. We need your help to reach our goal! We can’t do it without your partnership. At the end of the year, each grade and school will recognize the students who achieved the highest attendance with an award and place in our Attendance Hall of Fame.

Here are a few other ways to set yourself and your students up for learning success every day: [add list of district policies and recommendations—examples below]

* **Arrive to school on time.** Classes start promptly at [time] a.m. so please plan your transportation accordingly.
* **Breakfast is the most important meal of the day**—and it’s offered for free in the cafeteria each school day beginning at [time] a.m.
	+ Free and reduced lunches are also available. Please contact [name and phone or email] to learn more or sign up. Remember that nutrition is extremely important for both mental and physical growth!
* **Show up prepared to learn**! A general supply list for each grade is available on the school’s website and teachers will provide a list of supplies necessary for individual classes.
* **Cell phones and other personal electronic devices aren’t permitted during class** so please save social media and non-urgent text messages and calls until lunchtime or the end of the school day. If you need to reach your child at any point during the school day, please call the district at [phone number].
* **Get to know your community** by getting involved outside of the classroom. [District Name] offers [program list, such as afterschool sports and clubs, student government, and volunteer opportunities for students and families alike]! Plus, our annual [event] is scheduled for [month/date] so you’ll be receiving more information on signups soon.
* **Stay focused** by studying and completing homework in a quiet area. Your school library is open each morning beginning at [time] a.m. and after school until [time] p.m. Monday through Friday. Computers and other study resources are available to students during open hours.
* **[District Name] offers many resources to support students.** There is no need to struggle!
	+ For help with academics, study skills, or homework, please contact our [Name of Office or Counselor] at [phone number].
	+ For help with emotional issues like friendship, bullying, or stress/anxiety, please reach out to [Name of Office or Counselor] at [phone number].

Be on the lookout for [weekly/monthly] newsletters in your [mail/email/communications portal, website] with more success tips, important information about your school, and resources to help every family and student succeed. And please join our first PTA meeting on [date] to meet your school leaders, staff, and other families.

As your superintendent, it is my honor and privilege to serve such a vibrant community of learners. I am confident that together, we will make [school year] one of our best yet.

Warm regards,

[Superintendent’s Signature]

[Superintendent’s Name]

Superintendent

[District Name]