



ATLANTA TECHNICAL COLLEGE



Atlanta Technical College
1560 Metropolitan Parkway SW, Atlanta, GA 30310
Phone: (404) 225-4078

Date: _____

Re: Student Absences Attendance Letter #2

Dear Parent(s)/Guardian of _____:

Attendance is an essential component to a student’s academic success. Often, the number of days that students are absent is directly linked to their academic performance.

This letter is to inform you that your child has accumulated at least **eight absences** from the Atlanta College and Career Academy. As a college student, your child needs to meet with his/her instructor to determine next steps. Your child is in jeopardy of being withdrawn from the program. Once a student is withdrawn, the student may earn a failing grade for the course at the high school level.

Please meet with your child and ensure he/she is in communication with the instructor. Please contact us if we can assist in this process. Thank you in advance for your support and cooperation.

Sincerely,

Shaundra Fears, Ed.D.
Program Administrator

Student Acknowledgement of Receipt		
<i>Print Student Name</i>	<i>Student Signature</i>	<i>Date</i>