

Dear parents and guardians,

We want to be sure that your child arrives at school on time for the start of lessons (07:45) so that we are able to record the attendance of our students completely and correctly.

We therefore urge you to sign out your child on days of absence by phone or email to the secretariat only (Phone: 04621 814780/ Email: dannewerkschule.schleswig@schule.landsh.de).

Please state the child's full name and grade.

If there is no sign-out by approx. 08:15, we will try to reach you by telephone. If this is not possible and we suspect a dangerous situation, we are obligated to inform the police due to our duty of supervision in order to initiate a search for your child.

Please support our request so that we can avoid unnecessary stress. We need a **current telephone number** from you!

We have noticed that the overall number of absentee days is increasing. We very much regret this, as we are convinced that our school is a good place to learn.

Please bear in mind that we will forward a report to the school authorities once a certain number of absentee days has been reached so that further measures can be taken to prevent truancy.

Telephone number

Signature of parents