

**Sample Letter**  
**(6 day District Superintendent letter)**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

Your child, \_\_\_\_\_, has six unexcused absences. These are the dates:

\_\_\_\_\_

Because of these unexcused absences, you and your child are required to meet with the **Local Truancy Review**

**Board** at \_\_\_\_\_ on \_\_\_\_\_  
(Location) (Date)

at \_\_\_\_\_ to discuss this matter.  
(Time)

The St. Clair County Regional Office of Education has also been notified of your child's unexcused absences to date.

Sincerely,

District Superintendent