

# Sample Letter

## (9 day letter) NOTICE TO APPEAR BEFORE REGIONAL BOARD HEARING

ROE sends this letter

OFFICE OF  
REGIONAL TRUANT OFFICER  
St. Clair County  
1000 South Illinois Street  
Belleville, Illinois 62220  
618-825-3908

### NOTICE TO APPEAR

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

To: **Parent**

On **Date** a letter was sent to you regarding the unexcused absences of **Child's Name** a child or children under your control.

**Principal** has informed this office that you have failed to comply with the previous letter to keep said child or children in regular and continuous attendance at school.

Unless immediate steps are taken to see that the child or children previously mentioned are in school and remain in regular attendance for the remainder of the school year, a complaint will be filed against you under 105 ILCS 5/26-2a of the School Code of Illinois which relates to compulsory attendance and penalties for truancy. A final date for such notice is hereby established as **October 17, 2012** NO FURTHER NOTICE WILL BE ISSUED.

Additionally, you and your child/children will be required to meet before the **REGIONAL TRUANCY REVIEW BOARD** at the **St. Clair County Regional Office of Education, 1000 South Illinois Street, Belleville, IL 62220** on **Wednesday, October 17, 2012**. Failure to appear may result in an immediate petition being filed in Circuit Court against your child/children.

Sincerely,

Brad Harriman