

SAMPLE 6-DAY LETTER

**NOTICE TO PARENTS/GUARDIANS REGARDING STUDENT'S
ATTENDANCE**

LETTER SHOULD BE PRINTED ON SCHOOL LETTERHEAD

Date:

Dear *(Parents/Guardians Name)*:

This letter is being sent to notify you that your child, *(indicate child's name)*, has a total of six (6) unexcused absences this school year. According to our records, those days are:

(list actual days of unexcused absence recorded by the school)

Because of these unexcused absence, you and your child are required to meet with the Local Truancy Review Board at *(indicate location)* on *(date)* at *(time)* to discuss this matter.

Please be aware that the St. Clair County Regional Office of Education has been notified of your child's unexcused absences to date. Failure to attend this local meeting can result in our office immediately forwarding your child's truancy information to the regional office for processing in which noncompliance after a hearing with their Regional Truancy Review Board could lead to prosecution with the St. Clair County Courts. Therefore, we encourage you to attend this scheduled meeting to partner with us to resolve any attendance issues with your child.

If you have any questions or concerns regarding the above matter, please contact us *(name of school truancy representative)* at *(contact information for truancy representative)*.

Sincerely,

(Name and Signature of District Superintendent)

ENCLOSURE: State's Attorney Letter

(include copy of State's Attorney Letter regarding truancy)