

SAMPLE 9-DAY LETTER

**NOTICE TO PARENTS/GUARDIANS TO APPEAR FOR REGIONAL
TRUANCY REVIEW HEARING**

THIS NOTICE IS MAILED BY THE REGIONAL OFFICE OF EDUCATION

Date:

To: *Parent(s)/Guardians*

On (*Date*) a letter was sent to you regarding the unexcused absences of (*child's or children's name*) in which you serve as the primary caretaker according to the school district.

Our office has been informed that you have failed to comply with a previous order by the Local Truancy Review Board to maintain regular and continuous attendance of (*child's or children's name*) in school.

This notice is to inform you that you and (*child's or children's name*) must meet with the Regional Truancy Review Board to develop a corrective action plan. A mandatory meeting has been scheduled for you and your (*child's or children's name*) on (*date and time of meeting*) at the St. Clair County Regional Office of Education, 1000 South Illinois Street, Belleville, IL 62220.

No additional notices will be sent to you about attending this meeting. Please be aware that under Section 105 ILCS 5/26-10 of the School Code of Illinois, failure to attend this meeting could result in an immediate petition being filed in St. Clair County Circuit Court that could lead to 30 days of imprisonment and/or a fine of up to \$500.

If you have any questions regarding this mandatory meeting, please contact our regional Mental Health and Truancy Case Manager, Lisa Atkins, at 618-825-3991 prior to the date of your scheduled meeting.

Sincerely,

Mrs. Staci G. Oliver,
Regional Assistant Superintendent and Truant Officer