

## **SAMPLE OF 9-DAY LETTER FOR SCHOOLS**

**DATE**

**INSIDE ADDRESS**

**SALUTATION**

This letter is to inform you that **(child's or children's name)** has accrued nine or more unexcused (no call/no show) absences. According to our records, notifications have been sent to your residence regarding the absences that create concern regarding (1) their academic experience at their facilities and (2) their whereabouts and well-being when they should be in school.

By state law, if three (3) notices have been provided to a child's primary caretaker regarding the child's school attendance, and the no-call/no-show behavior continues, the district has the right to forward students' attendance records to the district's Regional Office of Education so they can conduct a truancy hearing with the primary caretaker to address the issue.

The following is to inform you that **(child's or children's name)** attendance records are being forwarded to the St. Clair County Regional Office of Education in Belleville so that they can assist us in developing a corrective action plan to improve **(child's or children's name)** attendance at school.

If you have any questions or feel this letter is in error, please contact us at **(telephone number for district)**.

Sincerely,

**NAME OF THE SCHOOL REPRESENTATIVE FOR TRUANCY**

**TITLE OF THE SCHOOL REPRESENTATIVE**

**EMAIL ADDRESS**

**TELEPHONE NUMBER**

### **NOTICE TO SCHOOL**

*Please review the last paragraph to ensure it pertains to your particular case. Modify as needed based on whether the school will continue monitoring the case.*