

Date:

Address

Student's Name:

Teacher:

Number of Hours Absent:

Date Reached:

Course (HS Only)

Student attendance at () School is a top priority for all of us to encourage. There are many interactions which take place in class between teacher(s) and student(s) which cannot be made up when a child is absent. The State of Ohio is very adamant that school systems do everything in their power to ensure students attend school.

Your child has missed **38 or more hours of school** this month with or without a legitimate excuse. The State of Ohio deems this as excessive absences. We are required to report these absences to the Ohio Department of Education. We also request a doctor's excuse be submitted for verification for any future absences.

A student is considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 hours in a month or 72 or more hours in a school year.

We want to avoid further action regarding your child's attendance. Should absences continue, you will be required to attend a conference to create an absence intervention plan to assist your family in improving school attendance.

() School stresses each year the importance of good attendance, which ultimately leads to academic achievement. We ask that you report absences to the school office each day your child misses school, provide a note upon his/her return to school, as well as provide the appropriate medical documentation to the school for missed days due to medical reasons.

We appreciate your cooperation in this matter. If you have any questions, please call me at _____

Sincerely,