

Date:

Address

Student's Name:

Teacher:

Number of Hours Absent:

Course (HS Only)

Dear \_\_\_\_

Please use this letter as notification that your child has been unable to earn credit for this class due to excessive unexcused absences. When students are absent from school, they miss the meaningful learning experiences that occur within the classroom every day. Further, if students are unexcused from school, they lose the opportunity to make up work on the days he/she was absent.

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

If you wish to challenge the attendance record, you must contact me in writing or email within ten days of the date of this letter. Please be prepared to provide written verification of absences (e.g., physician's note (s) that indicate student name and date of absence, evidence of enrollment in another school district or school, observance of a religious holiday or written explanation of an emergency). The Superintendent or his designee will consider the information before rendering a decision as an approving authority on the nature of the absences.

Sincerely,

cc:     Counseling office  
          Attendance office