

Notice of School Attendance

Student Name: _____ Date: _____

School: _____

Dear Parent/Guardian:

Your child has been tardy or absent from school a significant number of days.

___ Total unexcused absences

___ Total unexcused tardies to class or school

Reducing absence and tardiness from school is very important. Missing school can affect a student's progress toward learning critical skills and disrupt their education.

The compulsory school attendance law in our state requires you to ensure your child attends school regularly and on time. The following number of unexcused absences constitutes a violation for which penalties may be imposed against you, the parent or guardian.

___ Number of unexcused absences that violate the compulsory school attendance law

You have a legal duty to ensure your child receives a full-time education. Please make sure your child attends school regularly and on time. If you have questions about attendance requirements or want to discuss attendance issues involving your child, please contact the following person:

Name: _____ Phone Number: _____

Title: _____ Email Address: _____

Sincerely,

OFFICE USE ONLY

Parent Notified: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Parent Notified by: <input type="checkbox"/> Phone <input type="checkbox"/> In Person <input type="checkbox"/> By Mail	Student ID #	Other
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