

Notice of Absences

Dear _____:

I have been notified by _____'s teacher/principal that he/she has been absent from school for a total of _____ days this year.

_____ of these days are unexcused. State law requires notification of the director of support services attendance supervisor when a student misses five (5) days without an adequate excuse.

To avoid any possible court action in regard to your child's truancy, please contact my office immediately. If within three (3) days I have not heard from you concerning this matter, the appropriate law enforcement officials will be notified.

Thank you in advance for your consideration and cooperation.

Sincerely,

Director of Student Services