(Date)

Mr. and Mrs. ABC

We have become increasingly concerned with your child’s lack of attendance. To date, your students average (20) late arrival days and (15) absent days each in the (1st) term (45 days.) Prior efforts on the part of the school to resolve your student’s absences have proven unsuccessful.

 **Utah State Law requires a parent to enroll and send their school age minor to school. The law states; “*Any parent of a school-age minor shall upon written request from a local school board or school district, cooperate with school authorities in resolving the minor’s school attendance problem”.* This behavior violates the law (U.C.A. 53A-11-103).**

It is of vital importance to your student’s success that we work together to ensure that she/he is in regular attendance at school. Failure to resolve your students’ attendance problem will result in subsequent referral to the District’s Student and Family Resources Department for consultation, and ultimately, could become a referral to juvenile court for Compulsory Education Violation. Please call the school at 402-1600 as soon as possible to schedule a meeting with me where together we can formulate a plan and avoid referral to the Davis District Attendance Team.

Sincerely,

(Name of administrator)

Principal

Letter was delivered: Circle **Personal Service/Certified Mail**

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| Did you know?* Regular Attendance helps students to stay engaged, be successful and remain on track to graduation.
* Absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with a bully or facing some other potentially serious difficulties.
* Your school can offer support and resources to improve attendance.
* Missing 10 percent of the school year, or about 18 days, can drastically impact a student’s academic success.
* Students are considered chronically absent if they miss a day or two every few weeks.
* Attendance is an important skill for success in life.

Visit [www.attendanceworks.org](http://www.attendanceworks.org) for more information on how parents and guardians can support their students in attending school regularly. |