(Date)

Mr. & Mrs. ABC

Your student, (John) has (22) absences and (9) tardy days so far this year. Prior efforts on the part of the school to resolve your student’s attendance problems have proven unsuccessful.

**Utah State Law requires a parent to enroll and send their school age minor to school. It is a class B misdemeanor for the parent of [a] school-age child to intentionally or recklessly fail to meet with the designated school authorities to discuss the school-age child’s school attendance problems; or fail to prevent the school-age child from being absent without a valid excuse five or more times during the remainder of the school year.” (*See* U.C.A 53G-6-202).**

Regular attendance is critical for a student’s success in school. While we understand there are often extenuating circumstances which impede attendance, 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 student’s attendance problem may result in subsequent truancy citations, Court truancy mediation, referral to Youth Court, or a referral to the District’s Student and Family Resources Department for Consultation.

Please call the school at 402-1600 as soon as possible to schedule a meeting with me and our Local Case Management Team where together we can formulate a plan and avoid referral to the Davis District Attendance Team.

Sincerely

(Name of Administrator)

Principal

|  |
| --- |
| 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 counselor and school team 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. |

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