**Letter 1**

Date:

[School name]

[School address]

[School phone number]

Dear Parent/Guardian:

[School name] has been analyzing attendance patterns and we have determined that your child is **truant** (has had 4 unexcused absences this month) or **at risk of being truant**.

We are here to support you getting your child to school on time every day. Regular attendance is perhaps the most important piece in ensuring that your child can be engaged in learning and reach his or her full potential. We do realize that all families face challenges. Please let our school staff know if your family needs help dealing with a challenge to your child’s regular school attendance. Our contact information is below. We will do our best to help you and your family to ensure that your child reaches their maximum potential and is successful during their time in the Hartford Public Schools, and beyond.

Thank you for all you do to support your child’s school success and well-being, as well as our school’s efforts.

Best wishes for a successful rest of the school year.

Educationally Yours,

Principal [and/or designee],

[Insert school contact information]

**Letter 2**

Date:

[School name]

[School address]

[School phone number]

Dear Parent/Guardian:

[School name] has been analyzing attendance patterns and we have determined that your child is **truant** (has had 4 unexcused absences this month) or **at risk of being truant** (is approaching 10 unexcused absences for the school year). We are requesting your attendance for a meeting at the school on [insert date and time] to discuss your child’s school attendance. If this date and time does not work for you, please contact us to schedule a time that works for you.

We are here to support you getting your child to school on time every day. Regular attendance is perhaps the most important piece in ensuring that your child can be engaged in learning and reach his or her full potential. We do realize that all families face challenges. Please let our school staff know if your family needs help dealing with a challenge to your child’s regular school attendance. Our contact information is below. We will do our best to help you and your family to ensure that your child reaches their maximum potential and is successful during their time in the Hartford Public Schools, and beyond.

Thank you for all you do to support your child’s school success and well-being, as well as our school’s efforts.

Best wishes for a successful rest of the school year.

Educationally Yours,

Principal [and/or designee],

[Insert school contact information]

**Letter 3**

Date:

[School name]

[School address]

[School phone number]

Dear Parent/Guardian:

[School name] has been analyzing attendance patterns and we have determined that your child is **truant** (has had 10 or more unexcused absences this school year). We are requesting your attendance for a Planning and Placement Team (PPT) meeting at the school on [insert date and time] to discuss your child’s school attendance. If this date and time does not work for you, please contact us to schedule a time that works for you.

Please be advised that the school is committed to supporting your child and your family in ensuring good attendance. At this meeting, we will discuss the needs of your child and how we, as a team, can work collaboratively to improve your child’s attendance.

We would also like to advise you that if we are unable to make a significant impact on your child’s unexcused absences there is potential for a Department of Children and Families Referral (DCF 136) for Educational Neglect or a referral to the City of Hartford’s Youth Service Bureau.

We look forward to hearing from you as well as working together to improve your child’s attendance habits.

Educationally Yours,

Principal,

[Insert school contact information]

**Letter 4**

Date:

[School name]

[School address]

[School phone number]

Dear Parent/Guardian:

[School name] has been analyzing attendance patterns and we have determined that your child is at risk of **becoming habitually truant** (20 or more unexcused absences this school year). We are requesting your attendance for a Planning and Placement Team (PPT) meeting at the school on [insert date and time] to discuss your child’s school attendance. If this date and time does not work for you, please contact us to schedule a time that works for you. **[IF PPT ALREADY HELD DUE TO LETTER 3 PLEASE REMOVE THIS SECTION FROM THE LETTER]**

Please be advised that if we are unable to make a significant impact on your child’s unexcused absences and he/she reaches a total of 20 or more unexcused absences, your child will be classified as **habitually truant** and the school will be making a referral to the Department of Children and Families Referral (DCF 136) for Educational Neglect or a referral to the City of Hartford’s Youth Service Bureau.

We look forward to hearing from you as well as working together to improve your child’s attendance habits.

Educationally Yours,

Principal,

[Insert school contact information]