

Condition A (Control)
Standard Notice

School Name
Address
City, State Zip

Date

Parent Name
Parent Address
RE: Student Name
City, State Zip

Student ID#: XXXXX

Dear Parent/Guardian:

Good attendance is required for academic excellence. [STATE] Education Code determines what types of absences are excused or unexcused. When a child is absent from school and/or tardy in excess of 30 minutes on three (3) occasions in one school year without a valid excuse, the law considers that child to be truant. The law and district policy requires all schools to notify parents when this occurs. The [district name] central office automatically sends these letters based on school records so that parents are aware of absences and can address these concerns.

School records indicate that your child was absent from school without a valid excuse on occasions, beginning with the following dates:

Thursday, September 12, 2015
Thursday, September 19, 2015
Thursday, September 27, 2015

Our goal is to partner with families to ensure that students are attending school every day. Although the following consequences may appear harsh we are mandated by Education Code Article 48260.5 to inform you of the following:

- That the parent or guardian is obligated to compel the attendance of the pupil at school.
- That parents or guardians who fail to meet these obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 or Part 27.
- That alternative education programs are available in the district.
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- That the pupil may be subject to prosecution under Education Code Section 48264.
- That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
- That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Please recognize that we are required to monitor attendance and notify parents of potential problems with student attendance. If you have concerns about your child's attendance, or if you believe there is an error in this notice, contact the school at «SCHOOL_PHONE_NUMBER» . The designated attendance personnel will work with you to resolve this issue. We look forward to assisting you.

Sincerely,

Principal Signature

Principal Name