Attendance Warning

[SchoolName]

[DistrictName]

Dear [ContactFirstName] [ContactLastName]

[ContactAddress]

[ContactCity], [ContactState] [ContactZip]

IN THE MATTER OF:

As school officials, we are required by law to provide you with the notice that your child, [StudentFirstName] [StudentLastName], has reached a significant number of absences that makes it necessary to send this letter. The attendance of all children of compulsory school age is expected every day that school is in session. It is your responsibility to see to it that your child attends school regularly. Failure to send your child to school is a violation​ of Section​ ​3321.38​ of the Ohio​ ​Revised​ ​Code​. Prosecution and conviction of this offence may result in the court ordering you to give bond and/or pay a fine and court costs.

If your student continues to miss school, the district may assign your student to an Absence Intervention Team, of which you are a required member, to address the absenteeism. If your student fails to participate or make satisfactory progress with the intervention process or continues to miss school, the district may file a complaint against you and/or your child with Job and Family Services and/or Juvenile Court. All UNEXCUSED ABSENCES are considered truancy, for which you or your child may be prosecuted in court. An absence from school may be excused only for the following reasons: verifiable illness, death in the family, approved vacation and religious holidays.

At this time, your child has had numerous absences from school. (See attached list of dates.) Although a parent may have called to report the absence, you may be required to provide written documentation from a physician after 12 consecutive hours, 24 hours in a month or 48 hours in a year in order for the school to record these absences as EXCUSED. If this documentation is not received for these parental/guardian “call offs”, the school will record the absence as UNEXCUSED.

Sincerely,

Principal

Your student was absent the following days for the listed amount of hours:

Absence Date Excused Unexcused Out Of School Suspension

[CalendarDate] [ExcusedAbsenceHours] [UnexcusedAbsenceHours] [OutOfSchoolSuspAbsenceHours]