



Date:

Truancy Notice

Parents or Guardians of:

Student Name

Address

City, State, Zip

Dear INSERT PARENT/GUARDIAN,

We have reached out to you multiple times this year about (Student Name)'s attendance. (HER/HIS) absences are concerning, and your partnership is critical. At this time, we are highly concerned about the number of absences and the impact on (HIS/HER) education.

Option 1: (Student Name) attendance is of concern because (SHE/HE) has missed school or was late on the following dates: (Leave Space for entry of dates)

Option 2: (Student Name) attendance is of concern because (SHE/HE) has missed school or was late several times. The attendance record is attached to this letter for your reference.

It is important to us that (Student Name) attends school daily so that (SHE/HE) is successful. We are looking to partner with you in order to support improved attendance. The law requires that we meet with you within the next five school days. At that meeting, we will review your child's educational needs and work together to identify any barriers to attendance and to create a plan to support improved attendance. Your input in identifying strategies that might help your child be successful is very important to us.

Please plan to meet with me on (**DATE, TIME, LOCATION OF A MEETING**).

Please confirm that you are able to attend this appointment by emailing or calling me. If you are unable to attend at this date and time and/or would prefer to meet virtually, please email or call me to make those arrangements. This meeting is mandatory and without a plan to help support your child's attendance, our District policy requires us to initiate court proceedings. Information regarding the Wisconsin State Law and our District Policy is described on the second page of this letter.

Please remember that every absence matters and we truly want to support you and your child in being present at school daily.

Sincerely,

NAME
TITLE
BUILDING

Wisconsin Statute 118.15 and 118.16 and Board Policy 431

Wisconsin Statute 118.15 and 118.16 and Board Policy 431 identifies a student as being a "habitual truant" if he/she is absent without an acceptable excuse for all or part of 5 days in a school semester. The school Board policy also states that a parent/guardian may excuse a student for up to 10 days in a school year for any reason. Parents/guardians are asked to use discretion when deciding how to use these absences. The student's parents/guardian are responsible for compliance with the law and if found in violation by the court may be :

- Fined (no more than \$500 for a first offense; not more than \$1,000 for a second offense) and/or imprisoned (not more than 30 days for the first offense; not more than 90 days for a second offense). And, that you could perform community service work in lieu of the fine or imprisonment.
- That you can participate in counseling with your child at your own expense and/or attend school with your child.
- Habitual truants can be ordered to attend school or be placed under formal or informal supervision for up to one year.
- The habitual truant could receive a curfew restriction or be restricted from associations with other children/adults.
- The court can also suspend the habitual truant's operating privileges for as long as one year and/or impose fines of up to \$500 on the habitual truant.
- The court or high school administration may choose to suspend the habitual truant's work permit for a period of up to 90 days to resolve the truancy.

In addition, a non-resident student who is attending the West Bend School District under Open Enrollment or a Tuition Waiver may have their attendance status revoked as a consequence of habitual truancy.

How to read the West Bend School District Attendance Report

Your student's attendance record is included for your reference. Attendance is taken daily and at the middle high school level, attendance is recorded by class period. When a student is not present at school or in class, a three letter code is assigned to describe the type of absence and reason for the absence. At the middle and high school, an attendance code or status is assigned each class period missed or tardy. The table below will help you read your child's attendance record. Please reach out for clarification if you have any questions.



Attendance Code(status)			Reason Code	
U	Unexcused absence		CV	College Visit (High School Only)
E	Excused absence		OT	Other
X	Exempt Absence or Exempt Tardy (Does not count towards attendance)		DR	Doctor Appointment
T	Unexcused Tardy		DT	Dentist Appointment
D	Excused tardy		PP	Preplanned
L	Tardy (7-12th grade only- arrive late to school)		FA	Family Activity
			PR	Personal Reason
			FE	Family Emergency
			SA	School Activity
			FT	Field Trip (Co-curricular event)
			SO	School Office
			IL	Illness
			SK	Skipped Class (Grades 7-12)
			LA	Late- used with tardies
			TR	Truant
			MT	Missed Transportation
			UN	Unknown
			NU	In Nurse Office
			WD	Withdrawn
			OA	Other Appointment
			WE	Weather
			FN	Funeral (Exempt)
			CV	College Visit (2 per year/Exempt)
			RR	Religious Reason (Exempt)
			YA	Youth Apprenticeship (Exempt)

*Insert Page 2 if the choosing Option #2 that includes a list of the attendance record