



Date:

1st Notice

Parents or Guardians of:

Student Name

Address

City, State, Zip

Dear INSERT PARENT/GUARDIAN,

We wanted to bring your child's attendance to your attention. (Student Name)'s has reached 5 total days of absences. There are many reasons why students may be absent and although we are not highly concerned yet, your partnership is important to us. Students who miss just one or two days of school each month can have difficulty catching up and fall behind in their classes.

Option 1: This letter is intended to inform you of the status of your child's attendance to date. We understand there are circumstances that cannot be helped, but are asking that you are extra mindful of missed days moving forward. (She/He) has missed school or was late on the following dates: (Leave Space for entry of dates)

Option 2): This letter is intended to inform you of the status of your child's attendance to date. We understand there are circumstances that cannot be helped, but are asking that you are extra mindful of missed days moving forward. The attendance record is attached to this letter for your reference.

We are required by Wisconsin State Law to provide you with information about truancy and potential consequences of repeated absences. That information is included below. Please know that receiving this letter does not mean that your child is in jeopardy of truancy. It is simply intended to inform you of the current status and to encourage increased awareness of attendance moving forward. In addition, we ask that you provide us with a medical excuse when absences are due to a medical appointment. We want to let you know that we are committed to your child's success and are here to help in any way!

If you would like a conference with a school counselor or with me, please contact me at INSERT PHONE NUMBER.

Sincerely,

NAME

TITLE

BUILDING

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 for chronic truancy. 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