



Date:

**3rd Notice**

Parents or Guardians of:

Student Name

Address

City, State, Zip

Dear INSERT PARENT/GUARDIAN,

We reached out to you twice this year about (Student Name)'s absences from school. The absences are concerning, and your partnership is critical. Students who miss just one or two days of school each month can fall seriously behind.

**Option 1:** Your student's 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:** Your student's attendance is of concern because (SHE/HE) has missed school or was late multiple times. The attendance record is attached to this letter for your reference.

It is important to us that your student attends school daily in order to be successful. Being absent can lead to doing poorly in school.

At this time, our level of concern is significant and as a result a doctor's excuse will be required to excuse any further absences. These doctor's excuses may come to the office in one of two ways:

1. A note or prescription from a medical doctor for each absence stating that your child has been seen by the doctor and was required to stay home for school or health reasons
2. A letter from a medical doctor describing a medical condition that caused frequent absences and assuring us that your child is under medical care for the condition. This letter must include the specific timeframes in which the child is excused from school due to the condition and must be renewed each 30 days.

We are required by Wisconsin State Law to send you this letter to warn you of the consequences of additional unexcused absences. That information is described on the second page of this letter.

Please remember that every absence matters and just a couple of days each month adds up. You are the key to improving your student's attendance and we are happy to support you in that process. If you would like a conference with a school counselor or with me, please contact me at INSERT PHONE NUMBER.

Sincerely,

NAME

TITLE

BUILDING

## **Required Information about 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 student's attendance record. Please reach out for clarification if you have any questions.



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

\*Insert Page 3 if the choosing Option #2 that includes a list of the attendance record