



Date:

**2nd Notice**

Parents or Guardians of:

Student Name

Address

City, State, Zip

Dear INSERT PARENT/GUARDIAN,

We are following up with you in regards to (STUDENT'S NAME) attendance. (Students Name) absences are becoming more of a concern, and your partnership is important. Students who miss just one or two days of school each month can fall seriously behind. Although there are many reasons that students may be absent, we are hopeful that we can work together to minimize future absences.

**Option 1:** This letter is intended to inform you of the status of your student's attendance to date. We understand there are circumstances that cannot be helped, but are asking that you are very mindful of missed days moving forward. Your student 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 student's attendance to date. We understand there are circumstances that cannot be helped, but are asking that you are very mindful of missed days moving forward. The attendance record is attached to this letter for your reference.

This letter is important because your student's attendance is reaching a critical point. The state of Wisconsin allows students 10 days of absences during any or all part of a school day per year. This includes both excused and unexcused absences. In the event of a 10th absence, we will be mandated by law to require a medical excuse for any absence after that point. If a medical excuse cannot be provided, absences will be considered unexcused. We are also required by Wisconsin State Law to provide you with information about truancy and potential consequences of repeated absences and that information is included below.

Most importantly, we want your student to attend school daily so that (SHE/HE) is successful. Being absent can lead to doing poorly in school. Students who miss multiple days of school are more likely to:

- Fail their classes or struggle to meet the academic requirements
- Dropout from High School
- Feel disconnected with peers, parents and teachers
- Experienced increased feelings of being overwhelmed and discouraged

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 State Statute and West Bend School District Board Policy:**

*\*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 student'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)	OT	Other		
E	Excused absence		DR	Doctor Appointment	OV	Overslept		
X	Exempt Absence or Exempt Tardy (Does not count towards attendance)		DT	Dentist Appointment	PP	Preplanned		
T	Unexcused Tardy		FA	Family Activity	PR	Personal Reason		
D	Excused tardy		FE	Family Emergency	SA	School Activity		
L	Tardy (7-12th grade only- arrive late to school)		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 3 if the choosing Option #2 that includes a list of the attendance record

