

ATTENDANCE MONITORING NOTICE TO PARENTS

FIRST NOTICE

[date]

Parent or Guardian of:

Dear

State law requires schools to monitor student attendance and to report truancy to the Washington County Department of Health and Human Services or The Washington County Juvenile Court Intake. Days tardy must be included in these totals. Your child's number of absences is at a level of concern. We recognize the importance of school attendance and want to share our concern before attendance patterns have become severe.

We are here to help assist families in any way we can. If you need assistance from our school counselor, social worker, health room paraprofessional, or myself, please let me know.

As you may be aware, frequent absence from school is the greatest cause of poor achievement in school. It is our hope that this matter can be resolved before your child's academic success is limited and a gap in learning is created.

Sincerely,

[Principal's name]

[school]

[phone number]

[email address]

cc: student's cumulative folder, school counselor, school social worker, classroom teacher