

3-days unexcused school year

Date: 8/26/2022

«PARENT/GUARDIAN» 1234 NE
49TH STREET VANCOUVER, WA
98683

Dear «PARENT/GUARDIAN»,

We are reaching out to inform you about your student's absences, and offer support to you and your student with school attendance. Our records indicate that «STUDENT» has missed 3 (JHREE) unexcused days of school so far this year. We truly want your student here at school with us each day so we can provide opportunities for «STUDENT» to:

- Engage in learning
- Build routines that help reduce stress
- Connect to their friends and teachers
- Develop life skills and habits
- Reach their highest potential

It is important to contact «SCHOOL NAME» within three days of «STUDENT»'s return to excuse valid absences and avoid possible truancy action. As a reminder, Washington State Law RCW 28.A.22S.010 governs mandatory school attendance. Per that law, school districts will notify the parent/guardian of a student by telephone or in writing when the student has failed to attend school. Absences from school are classified as "unexcused" unless the school receives an excuse via Skyward absence request, phone, in writing, personal contact or an email from the parent/guardian (refer to the school "Student Handbook" for more information regarding excusing absences, doctor notes, etc.). Student absences must be excused within three (3) days of the student's return to school or the absence will not be excused.

Please reach out to «SCHOOL NAME» with any additional questions that you may have about attendance. We want to partner with you to ensure «STUDENT»'S success.

ATTENDANCE RECORD

Thank you,

«SCHOOL NAME»