



(Name of Principal)
(Principal, Name of School)
(Street Address), Coronado, CA 92118
619.522.(XXXX)
(email)

(Parents' Names)
(Street Address)
(City) CA (ZIP)

Regarding: (Student name and SSID #)

(Date)

SECOND NOTIFICATION OF TRUANCY OR EXCESSIVE ABSENCES

Dear Parent/Guardian:

This **SECOND LETTER** is to inform you that your child continues to have an attendance problem.

Number of excused absences _____

Number of unexcused absences _____

Number of tardies and/or absences from school without a valid excuse exceeding 31 minutes _____

TOTAL _____

1. The School Attendance Review Team (SART) has received a referral on behalf of your child regarding excessive excused absences, tardies/absences exceeding 31 minutes, or unexcused absences.
2. An appointment has been made for you and your child to meet with SART to consider a proper plan for correcting this problem.
3. Both parents are requested to attend. Please bring your child.

Your Scheduled Appointment Is As Follows:

Date _____

Time _____

Location _____

Failure to appear will result in a referral for further action.

For unexcused absence or tardies:

Education Code Section 48261—Subsequent Report of Truancy. Any pupil who has been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

We appreciate your cooperation in being prompt for your appointment.

Principal or Designee: _____

Attachment: Copy of Attendance Record

cc: Cumulative folder/student's teacher(s)