1st Attendance Letter Resources

DAILY NOTICE REQUIRED BY ORS 339.071: Attendance Notification Policy: https://oregon.public.law/statutes/ors_339.071: requires school to notify parent/guardian DAILY, by end of school day, of any unplanned absence, in person or by telephone.

Suggestion: phone call from teacher, nudge note.

Detailed notes of each contact, for each missed day, must be kept by school, and - ultimately - submitted to court if citation is issued.

FORMAL WRITTEN NOTICE IN PERSON OR BY REGISTERED/CERTIFIED MAIL REQUIRED BY ORS 339.080: Nonattendance notice to parents, with a copy to school officials (and, if child is on probation, to JDH): https://oregon.public.law/statutes/ors_339.080

ORS 339.080 requires this notice to be given in person or by certified mail, and must include:

1. A statement that the child must appear in school on the next school day following receipt of notice
2. A reminder that regular attendance must be maintained during the remainder of the school year
3. Parent's right to request an IEP, or a review of an IEP
4. Notice that a copy of the letter is going to the superintendent and the probation department (if the child is on probation)

Additional Samples HERE

SAMPLE 1

Dear _____

We noticed that NAME wasn't in school on DATE, DATE and DATE.

On each of those days, we've called you and left you messages, but we haven't received any response. We are worried because we know regular attendance is important to NAME's success, and we miss seeing NAME at school. We don't want NAME to fall behind. We are here to help you and NAME, so please contact us at [phone number]

We don't want your child to fall behind in school and get discouraged. Please ensure that your child is attending school every day or logging into class when required. Here are a few practical tips to help support regular attendance:

- Make sure your student keeps a regular bedtime and establish a morning routine.
- Designate a workplace at home for your student to complete schoolwork.
- Ensure your student goes to school or that they participate online every day unless they are truly sick.
- Talk to teachers and counselors for advice and support.

Showing up for school – even online – can have a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students participate in their education. We are reaching out to you because we are concerned that your student is not engaged in school right now. We want to help!

We are worried about NAME's absences, so we reached out to [RESOURCE], and you should be hearing from them soon.

We want to see NAME in school tomorrow or on the next school day so he/she can get back to work. NAME needs to be at school regularly, unless he/she is sick, and regular attendance must be maintained during the remainder of the school year.

You have the right to request that NAME be evaluated for an individual education plan, or, if NAME already has an IEP, a review of his/her current IEP. We are required by law to send a copy of this letter to the superintendent's office, and, if NAME is on probation, to his juvenile counselor at the Klamath County Juvenile Department.

Please let us know how we can support you and your student to ensure your student's success in school. If you have any questions or need help in overcoming barriers to your student participating in their education, please contact us. We are here to help!

Signed,

PRINCIPAL