

7-days unexcused in one month or 10 days unexcused/school year

Date:

«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 seven (Z) unexcused days ioooo month or ten (10) un-excused 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

Attempts have been made to inform you of the accumulating unexcused absences accrued by your student. Due to the amount of unexcused absences, a truancy referral is in the process to the district attendance specialist. The referral will ultimately result in a truancy petition for an order compelling your child's school attendance. You should expect to be contacted or/and receive a copy of the petition and notice and summons in the mail from the district attendance department to attend a court arraignment.

Washington State Law RCW 28.A.225.010 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