

Dear [Parent/Guardian Name],

We need your help. [STUDENT NAME]'s absences from school are concerning, and your partnership is key.

Why I'm writing

Our records show that [Student] was absent for 30+ minutes on [Date(s)] without a valid excuse.

Missing just 1–2 days each month—excused or not—can make it harder to build friendships, keep up with reading, and stay on track to graduate.

How We Can Partner

We'd like to better understand what's going on and work together on a plan. We can help with:

- Alternative learning options
- On-site or community mental health supports
- A meeting with school staff to talk through next steps

If any absences have been incorrectly recorded or were due to unavoidable issues, we'd love to know that also.

What to do next

Next step—reach out in whatever way is easiest:

- o Call/text: [phone]
- o Email: [email]

If we don't hear from you in a few days, we'll follow up.

Supportive Resources for Families

If your child is facing barriers to attendance, the following supports are available to you and your family:

- **Emergency Mental Health Services:** A3 Miles Hall Crisis Call Center — **844-844-5544** (available 24/7)
- **Youth with Medi-Cal Insurance:** For counseling related to alcohol or substance use — **1-800-846-1652**

- **Mental Health Clinician or Psychiatrist Connection:** ACCESS Line — 1-888-678-7277 (available 24/7)
- **Community Resources (housing, food, health, legal aid):** Visit <https://www.211ca.org> or scan the QR code below.

We look forward to working together to help [Student] stay on track and thrive.

Warmly,
[Administrator Name & Title]
[School Name]

In California, a student with three unexcused absences in a school year is considered “truant.”

Legal reference: Ed. Code § 48260(a) (Truancy) and § 48260.5 (First Notification of Truancy, effective July 1, 2025).