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Superintendent of Schools

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Form A: Notification of Truancy (Letter 1)

DATE

To the Parents and/or Guardians of:

<STUDENT FN LN>

<ADDRESS>

<CITY, STATE ZIP>

Dear Parent and/or Guardian,

We hope this letter finds you well. We wanted to reach out to let you know that <STUDENT FN LN> has missed important classroom instruction because of unexcused absences. When <STUDENT FN> misses school, they miss opportunities to learn, which cannot be replaced by homework or makeup assignments.

By helping <STUDENT FN> develop healthy habits around attendance, they are more likely to remain engaged in school throughout the year. Our first step is making you aware and offering support to assist your student.

After this first notification, should missing school continue, we will follow up with you to schedule a Student Attendance Review Team (SART) conference in which we can work together to develop an appropriate support plan for <STUDENT FN>.

Below, you will find a listing of <STUDENT FN>'s absences:

First Notification:

Total Days Enrolled: _

Unexcused Absences: _

Excused Absences: _

Tardies: _

We are here to help!

If you have questions about this letter, or if you need help regarding <STUDENT FN>'s attendance or performance in school, please contact: Associate Principal 1 (name and phone number/email)

I know this letter contains unsettling news, but with your help, there are many supports we can provide to get <STUDENT FN> back on track. My hope in writing to you is that we can work together to make things better. The next page of this letter contains information that we are required to provide you, by law.

Sincerely,
Associate Principal
(School)

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Information that Pertains to UNEXCUSED Absences:

Attendance Law:

California law (Education Code 48260) classifies a student as “a truant” when the student has missed school on three occasions involving any combination of the following:

- Being absent from school without a valid excuse for a full day; and/or,
- Being more than 30 minutes late to a period during the schoolday; and/or,
- Being absent from school without a valid excuse for more than 30 minutes.

Legal Consequences:

We are required to notify you of the following information related to your student’s unexcused absences, as stated in Education Code 48260.5. This law reads as follows:

Upon a pupil’s initial classification as a truant, the school district shall notify the pupil’s parent or guardian using the most cost-effective method possible, which may include electronic mail or a telephone call:

- a) That the pupil is truant.*
- b) That the parent or guardian is obligated to compel the attendance of the pupil at school.*
- c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.*
- d) That alternative educational programs are available in the district.*
- e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil’s truancy.*
- f) That the pupil may be subject to prosecution under Section 48264.*
- g) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.*