

**Mandatory Parent Notification Letter for Violation of Compulsory Education**

To the parent(s) of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Dear Parent(s):

This letter is to express our concern regarding your child’s attendance and request a meeting with you. Our attendance records show that \_\_\_\_\_, has accumulated at least five (5) **unexcused** absences which may have an adverse effect upon your child’s academic performance and may have the potential to impede his/her future educational progression. Frequent absence from the day-to-day classroom experience disrupts the instructional process. The benefits of instruction once lost, cannot entirely be regained.

The intent of this letter is to inform you that there is legal obligation on the part of both the school and the family to provide for the education of our children. At this time, in accordance with Utah Code, it is required that you meet with the school Principal or designee to review, adjust, or create an attendance plan which will resolve the attendance problem and secure regular attendance by your school-age minor.

The “Utah State Compulsory Education Requirements” directs parents and schools as follows:

1. The parent of a school-aged minor (ages 6-18) shall enroll and send the school-aged minor to a public or regularly established private school. (Utah Code, Section 53G-6-201)
2. **After having received this notice it is a class B misdemeanor for a parent or a school-aged minor to intentionally or recklessly:**
  - a. **Fail to meet with the designated school authorities to discuss the school-aged child’s attendance problems; or**
  - b. **Fail to prevent the school-aged child from being absent without a valid excuse five or more times during the remainder of the school year.** (Utah Code, Section 53G-6-202)
3. This letter may also serve to provide notice of truancy to parents of school-age minors who are at least twelve (12) years old (Utah Code 53G-6-203) and have been truant at least *5 times during the school year*. Parents may contest dates/times of truancy by contacting the school administrator (below) in writing within ten (10) days.
4. The local school board/ school district shall report violations of this section involving students under the age of 14 to the appropriate county or district attorney. The juvenile court has jurisdiction over an action filed under this section.

**Please contact \_\_\_\_\_ at (phone #) to schedule the mandatory meeting.** Please refer to Washington County School District Attendance Policy 2900 (enclosed).

Sincerely,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School

\_\_\_\_\_  
Date Received **Certified Mail**

\_\_\_\_\_  
Parent Signature if Hand Delivered