



Parent Notification of Excessive Absences with Compulsory Education Requirements

Date: _____

To the parent(s) of: _____

Dear Parent(s):

Our attendance records show that your child, _____, has accumulated unexcused and/or excessive excused absences totaling 10% or more missed school days so far this school year. Regular attendance is of great importance in order for your student to receive the maximum benefits from daily sequential instruction. We have included your child's attendance summary including all absences and tardies.

Unexcused Absences	Excused Absences	<20 min.Tardy	>20 min. Tardy
Totals	Totals	Totals	Totals

Utah law and Washington County School District policy charge **parents, guardians, and school administrators** with the responsibility of ensuring that appropriate age children attend school daily. The "Utah State Compulsory Education Requirements" (Utah Code, Section 53A-11-101) directs **parents and schools** as follows:

1. The **parent** of a school-aged minor (school-aged child under 14) shall enroll and send the school-aged minor to a public or regularly established private school.
2. It is a class B misdemeanor for a **parent** or a school-aged child 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.
3. A **local school board**, local charter board, or **school district** shall report violations of this section to the appropriate county or district attorney.
4. The **juvenile court** has jurisdiction over an action filed under this section.

I am writing to express my concern and to seek your cooperation and involvement. I would like to meet with you to discuss your child's attendance problems, and (if necessary) construct a plan/contract to secure regular attendance and improvement in school achievement. I will be calling you soon to set up an appointment.

Sincerely,

Principal

School