



# Mandatory Parent Notification Letter for Violation of Compulsory Education and/or Truancy

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

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

Dear Parent(s):

This letter is to express my concern regarding your child’s attendance. Our attendance records show that \_\_\_\_\_, has accumulated at least five (5) **unexcused** absences, and/or has chronic excused absences that are affecting your child’s current academic performance and may have the potential to impede his/her future educational progression. Frequent absence and tardiness 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 53A-11-101, you must 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” (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 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.**
3. Administrative penalties may include issuing notice of truancy to school-age minors who are at least twelve (12) years old (53A-11-101.7). Parents may contest by contacting the school administrator in writing within ten (10) days.
4. A local school board, local charter board, or school district shall report violations of this section to the appropriate county or district attorney.
5. The juvenile court has jurisdiction over an action filed under this section.

Your Child’s Attendance Summary:

Unexcused Absences	Excused Absences	Total Absences

Please contact \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ to schedule the mandatory meeting. After meeting, should your child be absent more than five times *without valid excuse*, a referral will be sent to the Washington County School District Office of Student Services. Upon review, the referral may be forwarded to the Office of the Washington County Attorney for violation of compulsory education laws. In addition, the courts may consider the possibility of educational neglect and/or truancy regarding your child. Please refer to Washington County School District Attendance Policy 2900.

Sincerely,

\_\_\_\_\_  
*Principal*

\_\_\_\_\_  
*School*

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

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