First Notification of Truancy or Excessive Absences
(Sample of required letter to parent or guardian; issue on school district letterhead.)

Please note: the school district is responsible for ensuring that the letter that is sent out is kept up to date and in compliance with the current Education Code.

Date: ____________________

Dear Parent/Guardian:

Our records indicate that your child, ____________________________________________________________, in the _____ grade was absent for more than 30 minutes on: ____________________ ________________ without a valid excuse. Therefore, your child is considered a truant according to California’s legal definition below.

Unexcused Absences

Education Code Section 48260—Any pupil subject to full-time education who is absent from school without valid excuse for more than 30 minutes on each of three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school district.

Upon a pupil’s initial classification as a truant, the school district is required to notify you, the pupil’s parent/guardian, of the following (Education Code Section 48260.5):

1. That the pupil is truant.

2. That the parent/guardian is obligated to compel the attendance of the pupil at school.

3. That parents/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.

4. Alternative educational programs available in the district.

5. The right to meet with appropriate school personnel to discuss solutions to the pupil’s truancy. (Added Statutes, 1983, Chapter 498)

6. The pupil may be subject to arrest under Education Code Section 48264.

7. The pupil may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code Section 13202.7.
8. That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day (Added Statutes, 1983, Chapter 498).

**Excessive Excused Absences**

If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school attendance clerk. Absences or excessive tardies for any reason affect your child’s education and increase the chances for failure. Tardies also interrupt the classroom and interfere with the learning environment for all students. If the school attendance record is inaccurate, please inform the school attendance clerk.

Failure to improve your child’s attendance will result in a conference with a representative from school.

Our goal is to assist you in educating your child. We can be successful if your child is in school every day and on time.

Sincerely,

_________________________________  _______________________
Administrator’s Signature              Date

_________________________________
Administrator’s Name (typed or printed)