Second Notification of Truancy or Excessive Absences

Dear Parent/Guardian:

This SECOND LETTER is to inform you that your child continues to have an attendance problem.

Number of excused absences ________________
Number of unexcused absences ________________
Number of tardies (31+ minutes) ________________
TOTAL __________________

1. The School Attendance Review Team (SART) has received a referral on behalf of your child regarding excessive excused absences, tardies, or unexcused absences.
2. An appointment has been made for you and your child to meet with SART to consider a proper plan for correcting this problem.
3. Both parents are requested to attend. Please bring your child.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS: Date
____________________________ Time
____________________________ Location

Failure to appear will result in a referral for further action.

For unexcused absence or tardies:

Education Code Section 48261b Subsequent Report of Truancy. Any pupil who has been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

We appreciate your cooperation in being prompt for your appointment.

Principal or Designee: ___________________________ Attachment: Copy of Attendance Record

cc: Cumulative folder/student's teacher(s)