Chronic Absence Letter

Dear [PG],

Our records indicate that your child, [FN], has been chronically absent from school. A student is chronically absent from school when he or she has missed 10% or more of the days he or she has been enrolled in school.

In many cases, absences from school are unavoidable due to health problems or other circumstances. However, chronic absenteeism can have a drastic impact on your child's education. Children chronically absent in kindergarten and first grade are much less likely to learn to read by the end of third grade. By sixth grade, chronic absence is a proven early warning sign of dropout. By ninth grade, good attendance can predict graduation even better than eighth-grade test scores. Clearly, going to school regularly matters!

We would like to help resolve any problems that may be causing your child to miss school. Please call me at [PHONE NUMBER] at your earliest convenience. I would like to learn more about what is making it difficult for your child to get to school and work together with your family to see if we can help improve your child's attendance.

Sincerely,

School Principal

Chronic Truant Letter

Dear [PG],

Our records show that your student, [FN], has been absent from school without a valid excuse for 10% or more of the school days in the school year.

In addition, our records show that you were previously notified that your student was a truant and that the school has made a conscientious effort to intervene before deeming your student a habitual truant.

Even after referral to the School Attendance Review Board (SARB), your student has continued to have absences from school without a valid excuse.

At this time, it is necessary for the SARB to direct the school district to make and file a criminal complaint, charging a violation of California law.

Please contact me as soon as possible at [PHONE NUMBER] if you have any questions about this notification that your student is considered a chronic truant pursuant to Education Code Section 48263.6.

Sincerely,

School Principal

First Notification of Truancy

Dear [PG],

Our records indicate that your child, [FN], in grade [GR], was absent for more than 30 minutes without a valid excuse. When a student is absent without a valid excuse, the student is considered truant according to California law.

UNEXCUSED ABSENCES

California 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 or 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. That mental health and supportive services may be available to the pupil and the family.

5. Alternative educational programs available in the district.

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

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)

Sincerely,

School Principal

Second Notification of Truancy (SART)

[FN] [LN] [ID]

Dear Parent/Guardian:

This SECOND LETTER is to inform you that your child continues to have an attendance problem. Shown below is a summary of the dates [FN] was absent (excused or unexcused) or tardy (31+ minutes) to date:

1. An appointment has been made for you and your child to meet with the Principal to consider a proper plan for correcting this problem.

2. Parent(s)/guardian(s) and student are requested to attend the following meeting.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

Date_____
Time_____
Location_____

Sincerely,

School Principal

Third Notification of Truancy (SARB)

Dear [PG],

Two prior notifications were sent regarding your child's truancy. This third notice informs you that your child is now considered a habitual truant.

Education Code Section 48262-Habitual Truant: Any pupil deemed an habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself after filing of either of the reports required of Education Code Section 48260 or 48261.

The school has attempted to work with you to solve your child's attendance problems. These attempts have been unsuccessful. It will now be mandatory for you and your child to attend a School Attendance Review Board (SARB) meeting. Your scheduled appointment is as follows:

Date:_____ Time:_____
Location: _____

Sincerely,

School Principal