

(sample school letter #1)

Date

Re: Attendance

Dear <Parents Salutation>:

(Child's Name) has had three or more unexcused absences on three days as listed on the enclosed attendance report. Therefore, (s/he) has been classified as a Continuing Truant child. Enclosed you will find a copy of the State Truancy Laws requiring regular school attendance. This letter serves as notification required by Minnesota State Statute 120A.34.

School Districts in Cottonwood County, along with the County Attorney's office and Family Service Agency have developed the Cottonwood County Attorney Truancy Mediation Program. This program is designed to keep you and your student out of court.

You are encouraged to call the school and schedule a meeting with me to discuss services available to help your child improve his/her attendance. At this meeting you will also be able to notify school staff if there is a valid excuse for your child's absences. Further documentation to verify absences may be required. You will also be informed of alternative educational programs and services that may be available.

Minnesota law holds you legally responsible for your child's school attendance and if the child remains truant, you and your student may be subject to prosecution. The result of the court proceedings regarding truancy may include suspension, restriction, or delay of the child's driving privilege and that it may be ordered that you accompany your child to school and attend classes with your child. Other consequences may include community service, a weekend truancy program and/or other court ordered services for your child and family.

School attendance is important to your child's progress. You may access the Cottonwood County Attorney Truancy Mediation Program for your child at any time. If further unexcused absences occur, the County Attorney's office will be notified and will make a referral to the Cottonwood County Family Service Agency Truancy Coordinator to begin the mediation program.

Please call me to make an appointment to discuss these concerns and any assistance the school can provide to help improve your child's attendance.

Sincerely,

School Official