

(sample school letter #4)

Date

Re: Attendance

Dear <Parents Salutation>:

This letter is to inform and remind you that your student, (XXXX) has received additional unexcused absences. I would also like to remind you of my letters sent on (dates), which explained the Cottonwood County Attorney Truancy Mediation Program.

Should (XXXX) reach seven unexcused absences, this matter again will be referred to Cottonwood County Attorney's office for court involvement.

Sincerely,

School Official