

(sample school letter #3)

Date

Re: Attendance

Dear <Parents Salutation>:

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

As per the mediation program, the Cottonwood County Attorney's office will be sending you a letter inviting you to participate in a diversionary meeting.

Again, if you have any questions, feel free to contact me at (phone number).

Sincerely,

School Official