

(sample school letter #2)

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 letter sent on (date), which explained the Cottonwood County Attorney Truancy Mediation Program.

At this time, the matter will be forwarded to the Cottonwood County Attorney's office as per the mediation program. If you have any questions, please call me at (phone number).

Sincerely,

School Official