

Parent Conference Notification

Date:

Dear Parent/Guardian;

In order to achieve, a student needs to be in class every school day, on time and prepared to participate and learn. Our school attendance records show that _____ has excessive tardies
(Name of Student)

and/or absences from school as indicated below. An absence is deemed unexcused when it is not for one of the following six valid reasons: (1) student illness, (2) observance of religious holiday, (3) death in the immediate family, (4) family emergency, (5) circumstances which cause reasonable concern to the parent/guardian for child's safety or health as approved by the principal and (6) other situations beyond the control of the student as determined by the principal.

State law requires a parent/guardian provide the school with a signed note identifying a valid reason for each absence when the student returns to school. In addition, the parent/guardian is required to supply, and update required, the school with at least one (1) working phone number at which the parent/guardian can be reached. Our school makes reasonable attempts to contact you by phone when the school has not been notified of an absence. As of the date of this letter your child has the following absence/tardy counts:

NUMBER OF ABSENCES	NUMBER OF UNEXCUSED ABSENCES	NUMBER OF TARDIES
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A parent/guardian conference has been scheduled for you on _____ at _____
(Date) (Time)

At the school that is located at _____ to discuss your child's
(School Address)

excessive tardies and/or absences from school and collaboratively develop strategies to improve your child's attendance. You will be provided a report listing all dates of absences and tardies at the conference.

Please plan to attend this conference and come to the main office upon your arrival. If you cannot attend the scheduled conference, please phone the school at _____ to reschedule.

Sincerely,

(Signature of School Official)

(Title)

(School)