#### [Welcome to School Letter from Principal]

[Issue on school letterhead.]

**[Date here]**

**[Add here the name and address of parents.]**

Regarding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent:

The school year is beginning soon, and I want to welcome you as our partner in your child’s education. We value, appreciate, and seek out your involvement and collaboration for the success of your child.

We are asking all parents to help us ensure the regular, on-time attendance of their children at school. We monitor attendance closely because research has shown that regular attendance is vital for the success of children in school. California law states that absences are excused only if the child is ill or there is an excuse which meets the requirements of the California *Education Code* Section 48205. Even excused absences that cause your child to miss significant amounts of school can cause your child to fall behind in class.

*Education Code* Section 48260 defines a truant as a pupil who has missed more than 30 minutes on three days without valid excuse in one school year. Our goal is to have all children present in school every day and on time. Our district’s policy is that we may require verification of absences due to illness or quarantine, if your child has missed school for three consecutive days. Please be aware that going “out of town” when school is in session with your child is an unexcused absence.

I look forward to working with you in a meaningful partnership for your child.

We at **[ADD HERE NAME OF SCHOOL]** will work very hard with you to ensure that your child receives the best education possible. We are depending on you, and we want to thank you for entrusting us with your child. To provide your child with an outstanding education, your child must maintain excellent attendance.

Enclosed you will find a copy of this year’s school calendar to assist in your family’s scheduling.

If you have any questions, please feel free to call us at **[PHONE NUMBER HERE] .**

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Principal

#### [Attendance Letter from District Superintendent]

[Issue on school district letterhead.]

**[Date]**

Dear Parents/Guardians:

Welcome back to school!

**[ADD DISTRICT NAME]** is dedicated to academic achievement and success for all pupils. Regular school attendance is a critical part of that success. Our district is committed to increasing the attendance rate in all district schools. High attendance rates result in improved academic skills, as well as social and emotional growth for our pupils.

The district will strive to be sure that pupils are in school on time, every day. Please carefully read pages **[ADD PAGE NUMBERS HERE]** in the parent handbook regarding attendance. Included in the handbook are the laws pertaining to excused and unexcused absences. If your child must miss school more than three days, please contact the school as soon as possible; medical verification may be required. We also would like to work with you to help ensure that your child can make up for what he or she missed in class. This will prevent your student from having unexcused absences that may hinder his or her progress in school.

If you have any questions regarding attendance, please contact your child’s school. I wish you and your student a very successful school year!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Superintendent

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#### [Chronic Absence Letter]

**[Date]**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian:

Our records indicate that your child, **[NAME OF STUDENT]**, has been chronically absent from school. A student is chronically absent from school when he or she has missed 10 percent or more of the days he or she has been enrolled in school.

In many cases, absences from school are unavoidable due to health problems or other circumstances. However, chronic absenteeism can have a drastic impact on your child’s education. Children chronically absent in kindergarten and first gradeare much less likely to learn to read by the end of third grade. By sixth grade, chronic absence is a proven early warning sign of drop-out. By ninth grade, good attendance can predict graduation even better than eighth-grade test scores. Clearly, going to school regularly matters!

We would like to help resolve any problems that may be causing your child to miss school. Please call me at **[PHONE NUMBER]** at your earliest convenience. I would like to learn more about what is making it difficult for your child to get to school and work together with your family to see if we can help improve your child’s attendance.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal

#### [First Notification of Truancy]

[Sample of required letter to parent or guardian; issue on school district letterhead.]

[Date:] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian:

Our records indicate that your child**, [ADD NAME OF CHILD]**, in the **[ADD GRADE LEVEL]** grade was absent for more than 30 minutes on**: [ADD DATE(S) OF ABSENCE HERE]** without a valid excuse. When a student is absent without a valid excuse, the student is considered truant according to California law.

**Unexcused Absences**

California ***Education Code* Section 48260**—Any pupil subject to full-time education who is absent from school without valid excuse for more than 30 minutes on each of three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school district.

Upon a pupil’s initial classification as a truant, the school district is required to notify you, the pupil’s parent/guardian, of the following **(*Education Code* Section 48260.5):**

1. That the pupil is truant.
2. That the parent/guardian is obligated to compel the attendance of the pupil at school.
3. That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.
4. Alternative educational programs available in the district.
5. The right to meet with appropriate school personnel to discuss solutions to the pupil’s truancy. (Added Statutes, 1983, Chapter 498)
6. The pupil may be subject to arrest under ***Education Code* Section 48264.**
7. The pupil may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to ***Vehicle Code* Section 13202.7.**
8. That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day (Added Statutes, 1983, Chapter 498)

If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school attendance clerk. Absences or excessive tardies for any reason affect your child’s education and reduce opportunities for success in school. Tardies also interrupt instruction and interfere with the learning environment for all pupils. If the school attendance record is inaccurate, please inform the school attendance clerk.

If your child’s attendance does not improve, we will need to schedule a conference to discuss the situation. We would like to understand the barriers to your child’s attendance and discuss how we can work together to make sure your child is in class and learning.

Our goal is to assist you in educating your child. We can be successful if your child is in school every day and on time.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Administrator’s Signature]** **[Date]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Administrator’s Name (typed or printed)]**

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#### [Second Notification of Truancy or Excessive Absences]

#### [(Issue on school site letterhead.)]

[Date] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent’s Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian:

This **SECOND LETTER** is to inform you that your child continues to have an attendance problem.

Date(s) of excused absences \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of unexcused absences

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of tardies (31+ minutes) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total absences to date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 1. An appointment has been made for you and your child to meet with \_\_\_\_\_\_\_\_\_\_\_\_\_ to consider a proper plan for correcting this problem.
2. 2. Parent(s)/guardian(s) and student are requested to attend the following meeting.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Labor Code Section 230.8 requires certain employers to allow employees to attend school conferences.*

Failure to appear will result in a referral for further action.

For unexcused absence or tardies:

*Education Code* Section 48261—Subsequent Report of Truancy. Any pupil who has been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

Students with unexcused absences may be assigned weekend school to make up work missed during regular attendance (*Education Code* Section 37223).

We appreciate your cooperation in being prompt for your appointment.

Principal or Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachment: Copy of Attendance Record

1. cc: Cumulative folder/student’s teacher(s)

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#### Third Truancy Letter

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Student’s name]

Dear Parent/Guardian:

You were last notified of your child’s truancy on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This third notice

informs you that your child is now considered a habitual truant.

**Additional date(s) of truancies**

Unexcused days absent \_\_\_\_\_\_\_\_\_ Tardies (31+ minutes) \_\_\_\_\_\_\_\_\_

**History of attendance**

Attendance record as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is as follows:

Days of enrollment \_\_\_\_\_\_\_\_\_\_\_\_\_ Days present \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unexcused absences \_\_\_\_\_\_\_\_\_\_\_\_ Excused absences \_\_\_\_\_\_\_\_\_\_\_\_

Tardies (31+ minutes) \_\_\_\_\_\_\_\_\_\_\_

***Education Code* Section 48262—Habitual Truant**: Any pupil deemed an habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself after filing of either of the reports required of ***Education Code* Section 48260 or 48261.**

The school has attempted to work with you to solve your child’s attendance problems. These attempts have been unsuccessful. It will now be **mandatory** for you and your child to attend a School Attendance Review Board (SARB) meeting. Your scheduled appointment is as follows:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You and your child are required to attend this conference **(*Education Code* Section** **48321.5)**. Failure to attend may result in a referral to the District Attorney’s Office or law enforcement. If you have any questions regarding this meeting, you may contact

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal

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#### Notification Letter of Parent Meeting at District Office

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This letter is to inform you that after repeated discussion, conferences, and meetings

concerning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s attendance, (his/her) attendance has not improved.

Your student was again absent/tardy on the following date(s):

\_\_ Truant or unexcused absence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Tardy on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Excessive excused absence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This poor attendance/punctuality affects your child’s education, and creates a poor example for other pupils. Because your student’s attendance has not improved, I have scheduled a meeting with the supervisor of Child Welfare and Attendance to identify possible solutions to improve your student’s attendance. This meeting **for you and the student** is scheduled for:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at the District Office, located at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please call the Child Welfare and Attendance Office at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location)

no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) to confirm this meeting.

Failure to attend this meeting with the supervisor of Child Welfare and Attendance will result in a referral to the district School Attendance Review Board (SARB).

***Education Code* Section 48263**—If any minor in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board.

I look forward to meeting with you to resolve this barrier to your child’s education.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal (or designee)

1. cc: student file ; site administrator

#### Notification Letter of SARB Referral

[Note: Districts may send this letter when the school has exhausted site-level resources and referrals.]

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter informs you that after repeated discussion, conferences, meetings, and contract(s), your student, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , has not improved his/her attendance. Your student was again absent/tardy on the following date(s):

\_\_ Truant or unexcused absence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Tardy on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Excessive excused absence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Education Code* Section 48621**—Subsequent Report of Truancy: Any pupil who has once been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be reported as truant to the attendance supervisor or the superintendent of the district.

***Education Code* Section 48262**—Habitual Truant: Any pupil deemed an habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by *Education Code* Section 48260 or 48261.

Unfortunately, it has become necessary to refer this matter to the district School Attendance Review Board (in English, sometimes known as SARB). We have exhausted all resources available to our school site and are now required to make this referral.

***Education Code* Section 48263**—If any minor in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board.

You will be contacted by the supervisor of Child Welfare and Attendance concerning the scheduled hearing before the School Attendance Review Board (SARB). If you have any questions concerning this hearing, please call my office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between 7:30 a.m. and 4:30 p.m.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Principal (or designee)

1. cc: Student file
   1. Child Welfare and Attendance Supervisor