

SCHOOL LETTERHEAD SHOULD BE USED

Notice of Habitual Truancy (Sample)

Parent/Guardian Name
Street Address
City, State, Zip

Date

Dear Parent/Guardian:

You are receiving this Notice of Habitual Truancy because your child, [STUDENT NAME], has been recorded as absent or tardy from [SCHOOL NAME] on **10 or more separate occasions** during the current school year.

[SCHOOL NAME] recognizes that regular attendance and arriving to school on time is vital to a student's success. In order to take full advantage of the faith formation and academic experience offered by [SCHOOL NAME], it is essential that all students arrive on time and be ready to learn on a daily basis.

[SCHOOL NAME] complies with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages 6 to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. *The law further requires that any person having under his/her control a child between the ages of 6 and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.*

Due to your child's truancy, I am requiring that you meet with me at the earliest possible date and time for a conference to develop an attendance action plan for your child. Please contact the [SCHOOL NAME] office as soon as possible to set a meeting time.

Failure to comply with this request and to have your child in school every day and on time may result in further action, including referral to the appropriate authorities.

Sincerely,

Principal