

[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*):

That the pupil is truant.

That the parent/guardian is obligated to compel the attendance of the pupil at school.

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.

Alternative educational programs available in the district.

The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. (Added Statutes, 1983, Chapter 498)

The pupil may be subject to arrest under *Education Code Section 48264*.

The pupil may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to *Vehicle Code Section 13202.7*.

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)]