

**YOUR SCHOOL LETTERHEAD  
(SPED/504 VERSION)**

*This letter **may be used** to assist administrators or counselors to document Step One – Counsel with parents and student following two unexcused absences in a six week period.*

Date

Dear Mr. &/or Mrs.:

This letter is to summarize the conversation I had with you on \_\_\_\_\_. Your student has been absent \_\_\_\_\_ times in the past six weeks. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Success in school is dependent upon good attendance.

It is of vital importance to your student's success that he/she is in regular attendance at school. State law requires that the parent to enroll and send their school-aged minor to school. Failure to resolve your student's attendance problem may result in subsequent truancy Citations, referral to the District's Student Services Department, and ultimately, referral to juvenile court as a Habitual Truant.

PLEASE TRANSLATE THE PARAGRAPH BELOW INTO SPANISH

In addition, if your child is eligible for special education services as documented by an Individualized Education Plan (IEP), or a section 504 this letter serves as your prior written notice that Davis School District stands ready and willing to provide a free and appropriate education (FAPE) to your student. It is the goal of Davis School District to provide a free, appropriate education for all students who reside in Davis School District. If the lack attendance is related to the student's disability, please contact us immediately so we can reconvene the IEP team to address his/her needs. If you have any further questions or need assistance in understanding your child's Procedural Safeguards, please contact your student's Special Education teacher, Principal, or the Special Education Office at the District at (801) 402-5169.

In our conversation, we discussed the following ideas to help improve your student's attendance:

---

---

---

We look forward to working with you and your student and anticipate that these measures will resolve the problem. Thank you for your cooperation in this matter.

Sincerely,

Principal Skinner

cc:

Truancy Intervention Program  
Step One Intervention – Sent regular mail

*This letter **may be used** to assist administrators or counselors to document Step Two – Meet with parent following four additional unexcused or six excused absences in subsequent six week period.*