

This letter or one containing at least the information below, MUST be used to comply with Step Three – seventh unexcused absence in a 12 week period, followed by a certified letter.

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

SENT CERTIFIED MAIL

Date

Dear Mr. &/or Mrs.:

Your student, _____, has been absent _____ times in the past 12 weeks. The process of education requires continuity of instruction, class participation, and study. Frequent absences from classes disrupt this instructional process. Success in school is dependant upon good attendance.

Prior efforts on the part of the school to resolve your student's attendance problems have been unsuccessful. This letter is to again request your support in securing regular attendance of your student.

Utah State Law requires a parent to enroll and send their school-age minor to school. The law states: "*Any parent of a school-age minor shall, upon written request from a local school board or school district, cooperate with school authorities in resolving the minor's school attendance problem.*" Further, the law states that a parent's failure to respond to this letter constitutes a class B misdemeanor. (*U.C.A. 53A-11-103*). 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 a final effort to resolve your student's attendance problems, we are requesting a meeting to assess this issue and determine a plan of action to help your student resolve his/her attendance problems. This meeting has been set for _____ at _____ o'clock. It is vital that you be in participant in this process. Please contact the school at 402-____ between ____ a.m. and ____ p.m. by _____ to either confirm or reschedule this meeting.

Please be advised that in the event your student's school attendance problem cannot be resolved by the efforts of the school, he/she shall be referred to the juvenile court as a habitual truant.

Thank you for your cooperation in this matter.

Sincerely,

Principal Skinner

cc:

enclosures: School and District Attendance Policy
Utah Code Ann. 53A- 11-103

Truancy Intervention Program - Step Three Intervention – Certified Letter