

(Date)

Parent/Guardian/Responsible Person Name: (Parent/Guardian/Responsible Person Name)
(Mailing Address)

RE: Truancy Offense
(Student Name)

Dear (Parent/Guardian/Responsible Person Name):

Attached are attendance records indicating that your child has had (Number of Absences) unverified absences. According to Montana Law (MCA § 20-5-103), school attendance for the entire school year is mandatory for students between the ages of 7 and 16. Your child is required to appear at school on the next regular school day following receipt of this notice, and to continue in regular and consecutive attendance in school for the rest of the current school year.

In order to avoid legal referral to the County Attorney's Office, you must immediately meet with school officials at (time) on (date) to discuss your child's attendance.

Sincerely,

(School Official Sending Letter)
(Title)

cc: Truancy Center