



School City of East Chicago

Dear Parent/Guardian(s) of

This letter is to inform you that your student has five (5) unexcused absences. Per our truancy policy, you are being notified by mail of the absences.

The policy of the School City of East Chicago is in compliance with the Indiana Department of Education's attendance policy which requires each student to be in attendance at school 95% of the school year. Therefore, students are only allowed to miss nine (9) days in one school year. This includes **BOTH** excused and unexcused absences.

Excused absences are defined as absences that the School City of East Chicago regards as legitimate reasons for being out of school. Excused absences are as follows:

- Excused medical
- Parent note
- Verified absences (Bereavement, court, etc.)
- Sent home by nurse
- Military connected families (e.g. absences related to deployment and return)

Per our handbook, any absence other than for reasons listed above is counted as an unexcused absence.

**** No more than three (3) parent notes are allowed. ****

Please make sure that your child attends school regularly or progressive consequences will occur. If you have questions or need assistance, please contact Assist. Principal Lisa Melendez at 391-4000 ext.74006, Truant Officer Edwards at (219) 670-5876 or Truant Officer Brown at (219) 218-6851.

Sincerely,

Truancy Committee

Date sent: 8/30/2021_____

"Though no one can go back and make a brand-new start, anyone can start from now and make a brand-new ending." - Carl Bard