

See the following pages for sample letters addressing excessive absences:

Exhibit A: Letter Regarding Possible Loss of Credit/Final Grade — 1 page

Exhibit B: Letter Regarding Loss of Credit/Final Grade — 1 page



EXHIBIT A

LETTER REGARDING POSSIBLE LOSS OF CREDIT/FINAL GRADE

Date: \_\_\_\_\_

Dear Parent:

This letter is to advise you that your child, \_\_\_\_\_, has \_\_\_\_\_  
absences this semester. These absences were on the following dates: \_\_\_\_\_

\_\_\_\_\_.

In accordance with state law and local attendance policies, a student must be in class for at least 90 percent of the days a class is offered to receive credit or a final grade for that course. Your child is approaching or has exceeded the maximum number of absences allowed and may lose credit in one or more courses.

If you believe that some or all of your child's absences should be classified as having been for extenuating circumstances, you may request that the attendance committee consider the matter by completing and returning the form at the bottom of this letter to the school office within five school days.

We consider regular attendance necessary to your child's academic success, and we encourage your cooperation by making sure your child is at school regularly.

Sincerely,

\_\_\_\_\_  
Principal

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PLEASE INDICATE YOUR CHOICE:

Date: \_\_\_\_\_

- Please review the attached information that explains why my child's absences on the particular days mentioned in your letter should be considered as having been caused by extenuating circumstances. (Include such information as doctor's or clinic notes, parent's statement, or any other evidence or explanations of an extenuating circumstance.)
- I wish to appear before the committee to discuss my child's absences and explain why they should be considered as having been caused by extenuating circumstances. Please advise me of the time, date, and place to appear.

Student's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Parent's phone number: \_\_\_\_\_



EXHIBIT B

LETTER REGARDING LOSS OF CREDIT/FINAL GRADE

Date: \_\_\_\_\_

Dear Parent:

This letter is to advise you that your child, \_\_\_\_\_, has \_\_\_\_ absences this semester. These absences were on the following dates: \_\_\_\_\_.

In accordance with state law and local attendance policies, a student must either be in class for at least 90 percent of the days a class is offered to receive credit or a final grade for his or her courses, or the student must present documented extenuating circumstances for the absences. Your child is approaching or has exceeded the maximum number of absences allowed and may lose credit in one or more courses.

If you wish to assist your child in receiving credit/a final grade for this semester's work, you must petition the attendance committee. That committee will review information you provide and, if you desire, meet with you personally. After reviewing the information or meeting with you, the committee may reconsider your child's attendance record and provide a means by which he or she may regain credit/receive a final grade.

We want all students to succeed and receive credit for their work, but state law and Board policy require satisfactory attendance. Please complete the form below and return it to the office within five school days so we can resolve this matter as soon as possible. Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
Principal

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PLEASE INDICATE YOUR CHOICE:

Date: \_\_\_\_\_

- Please review the attached information that explains why my child's absences on the particular days mentioned in your letter should be considered as having been caused by extenuating circumstances. (Include such information as doctor's or clinic notes, parent's statement, or any other evidence or explanations of an extenuating circumstance.)
- I wish to appear before the committee to discuss my child's absences and explain why they should be considered as having been caused by extenuating circumstances. Please advise me of the time, date, and place to appear.

Student's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Parent's phone number: \_\_\_\_\_