



# WAKULLA COUNTY SCHOOL BOARD

69 ARRAN ROAD  
POST OFFICE BOX 100  
CRAWFORDVILLE, FLORIDA 32326  
TELEPHONE: (850)926-0065  
FAX: (850) 926-0123



ROBERT PEARCE  
SUPERINTENDENT

VERNA BROCK  
DISTRICT I

MELISA TAYLOR  
DISTRICT II

## Parent Notification Letter *(Middle)*

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

BECKY COOK  
DISTRICT III

GREG THOMAS  
DISTRICT IV

JOANN DANIELS  
DISTRICT V

Dear Parent/Guardian:

According to our records, you daughter/son \_\_\_\_\_ has been absent from school \_\_\_\_\_ days. Wakulla County School Board policy requires that a letter be sent home and a parent conference must be held either in person or by phone regarding the

absences. Please call the school at \_\_\_\_\_ and speak with \_\_\_\_\_.

If further absences occur, an Intervention Support Team (also known as the IST) meeting will be held to discuss potential remedies. Some interventions that may occur include placement in alternative program, counseling, and/or referral to other agencies for family services.

Please refer to the Middle School Attendance Policy in the Wakulla County Schools Code of Student Conduct Booklet that was issued to your child. The following are excerpts from those pages:

- D. If a student has been absent ten (10) cumulative days, unexcused, a letter will be sent and a parent conference must be held either in person or by phone with the principal or designee. The student may be referred to the Intervention Support Team (IST) to determine if early patterns of truancy are developing.
- E. If the IST determines that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.
- F. If the initial meeting with the parent does not resolve the problem, the IST will implement interventions that best address the problem. These interventions may include, but not be limited to: frequent communication between the teacher and the family, changes in the learning environment, mentoring, student counseling, tutoring, placement into different classes or programs, evaluation for alternative education programs, attendance contracts, referral to other agencies for family services, or other appropriate interventions. The IST must report all cases to the superintendent when all reasonable efforts to resolve the nonattendance are unsuccessful.
- G. If the parent or guardian refuses to participate in the strategies recommended by the IST because he or she feels that those strategies are unnecessary or inappropriate, the parent or guardian may appeal to a hearing officer who will make a recommendation to the school board. If the school board determines that the strategies of the student study team are appropriate, and the parent or guardian refuses to cooperate, the superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.
- H. If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the superintendent or designee may file a truancy petition.
- I. If after continued efforts by school personnel to resolve the nonattendance, a student has fifteen (15) cumulative unexcused days within a 90-day-calendar period, the student and parent shall be referred to the Department of Juvenile Justice for habitual truancy.
- J. Students who are absent twenty (20) or more days, excused or unexcused, during the school year may be retained or assigned to summer school pending the principal's review of the case.

We feel strongly that student who miss school frequently are missing out on opportunities and educational experiences that are needed for success in today's world. These students are falling behind their peers. They are not getting the skills they need and will find it more and more difficult to catch up. Please call the school to discuss ways to help your child. Our guidance counselors, teachers, school resource officers, and administrators are all available to work with you and can be reached at

\_\_\_\_\_, Monday through Friday, between the hours of 8:00 a.m. – 3:30 p.m.

Sincerely,

\_\_\_\_\_  
Principal

Crawfordville Elementary • Medart Elementary • Shadeville Elementary • Riversink Elementary  
Riversprings Middle School • Wakulla Middle School • Wakulla High School  
Wakulla Education Center • Sopchoppy Education Center