

**PARENT NOTIFICATION OF CONFERENCE**

Despite previous notification of your child's unexcused absence(s), his/her unexcused absences have persisted. The additional unexcused absences are listed below.

Please be advised that if your child has seven unexcused absences in any one month or ten unexcused absences within a school year, the district is required by law to file a petition with the juvenile court.

Pursuant to the State Compulsory Attendance Law, Chapter 28A.225 RCW, I have scheduled a conference at \_\_\_\_\_ on \_\_\_\_\_ to discuss the cause or causes of your child's unexcused absences and to take immediate steps to resolve the problem. The conference will take place in \_\_\_\_\_.

If you and your child are unable to attend at the time scheduled, please notify me immediately and propose an alternate time.

Sincerely,

Principal

Sent Certified Mail

c: File—Parent Notification of Conference