

**EIGHT-DAY ABSENCE PARENT NOTIFICATION
SPECIAL EDUCATION**

Date_____

TO: PARENT OR GUARDIAN OF _____ [child's full name]

The purpose of this letter is to inform you that your student has been absent eight (8) times in one or more classes. (Note: Classes missed because of suspensions or school-sponsored activities will be deducted from the total number of days absent.) Having regular attendance and arriving at school on time are important.

Our goal is to have each student attend school very day possible during the school year. We are concerned that your student has been absent eight (8) times in one or more classes and ask that you assist us in encouraging prompt and regular attendance.

The data showing your student's attendance is attached. Since your student is in danger of losing credit, it is important that you call Ferndale High School (insert phone number) between 7:30 a.m. and 4:00 p.m. to arrange a time to discuss his/her attendance with the Individual Education Program (IEP) teacher.

Definitions

- Absent -----Not in class
- Tardy-----Late to class
- Excused-----Written note or telephone call from parent/guardian
- Suspended -----Removed from class for disciplinary and/or attendance reasons

Attachment