

**TEN-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 ten (10) 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.)

As you have been informed previously, if more than ten (10) days are missed, your student may not be eligible to receive credit. We have scheduled a meeting for \_\_\_\_\_, on \_\_\_\_\_, to discuss your student's lack of attendance and to determine whether we should implement one of the following:

1. Waive the ten-day attendance requirement
2. Deny credit and allow your student to continue attending classes on audit status
3. Change the student's schedule and Individual Education Program (IEP) where appropriate
4. Suspend with continuing alternative education programs made available, or
5. An alternative determined by the IEP Committee.

Since your student is in danger of losing credit, it is imperative that you call the special education department (insert phone number) between 7:30 a.m. and 4:00 p.m. to arrange a time to discuss this matter.

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