

**YOUR SCHOOL LETTERHEAD  
(SPED/504 VERSION)**

*This letter **may be used** to assist administrators or counselors to document Step One – Counsel with parents and student following two unexcused absences in a six week period.*

Date

Dear Mr. &/or Mrs.:

This letter is to summarize the conversation I had with you on \_\_\_\_\_. Your student has been absent \_\_\_\_\_ times in the past six weeks. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Success in school is dependent upon good attendance.

It is of vital importance to your student's success that he/she is in regular attendance at school. State law requires that the parent to enroll and send their school-aged minor to school. Failure to resolve your student's attendance problem may result in subsequent truancy Citations, referral to the District's Student Services Department, and ultimately, referral to juvenile court as a Habitual Truant.

In addition, if your child is eligible for special education services as documented by an Individualized Education Plan (IEP), or a section 504 this letter serves as your prior written notice that Davis School District stands ready and willing to provide a free and appropriate education (FAPE) to your student. It is the goal of Davis School District to provide a free, appropriate education for all students who reside in Davis School District. If the lack attendance is related to the student's disability, please contact us immediately so we can reconvene the IEP team to address his/her needs. If you have any further questions or need assistance in understanding your child's Procedural Safeguards, please contact your student's Special Education teacher, Principal, or the Special Education Office at the District at (801) 402-5169.

In our conversation, we discussed the following ideas to help improve your student's attendance:

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We look forward to working with you and your student and anticipate that these measures will resolve the problem. Thank you for your cooperation in this matter.

Sincerely,

Principal Skinner

cc:

Truancy Intervention Program

Step One Intervention – Sent regular mail

*This letter **may be used** to assist administrators or counselors to document Step Two – Meet with parent following four additional unexcused or six excused absences in subsequent six week period.*

**YOUR SCHOOL LETTERHEAD  
(SPED/504 VERSION)**

Date

Dear Mr. &/or Mrs.:

This letter is to summarize the conversation I had with you on \_\_\_\_\_. Your student has been absent \_\_\_\_\_ times in the past 12 weeks. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Success in school is dependent upon good attendance.

It is of vital importance to your student's success that he/she be in regular attendance at school. State law requires that the parent to enroll and send their school-aged minor to school. Failure to resolve your student's attendance problem may result in subsequent truancy Citations, referral to the District's Student Services Department, and ultimately, referral to juvenile court as a Habitual Truant.

In addition, if your child is eligible for special education services as documented by an Individualized Education Plan (IEP), or a section 504 this letter serves as your prior written notice that Davis School District stands ready and willing to provide a free and appropriate education (FAPE) to your student. It is the goal of Davis School District to provide a free, appropriate education for all students who reside in Davis School District. If the lack attendance is related to the student's disability, please contact us immediately so we can reconvene the IEP team to address his/her needs. If you have any further questions or need assistance in understanding your child's Procedural Safeguards, please contact your student's Special Education teacher, Principal, or the Special Education Office at the District at (801) 402-5169.

In our meeting, we discussed the following ideas to help improve your student's attendance:

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We look forward to working with you and your student and anticipate that these measures will resolve the problem. Thank you for your cooperation in this matter.

Sincerely,

Principal Skinner

cc:

Truancy Intervention Program  
Step Two Interventions – Sent regular mail

*This letter **or one** containing at least the information below, **MUST** be used to comply with Step Three – seventh unexcused absence in a 12 week period, followed by a certified letter*

**YOUR SCHOOL LETTERHEAD  
(SPED/504 VERSION)**

**SENT CERTIFIED MAIL**

Date

Dear Mr. &/or Mrs.:

Your student, \_\_\_\_\_, has been absent \_\_\_\_\_ times in the past 12 weeks. The process of education requires continuity of instruction, class participation, and study. Frequent absences from classes disrupt this instructional process. Success in school is dependant upon good attendance.

Prior efforts on the part of the school to resolve your student's attendance problems have been unsuccessful. This letter is to again request your support in securing regular attendance of your student.

Utah State Law requires a parent to enroll and send their school-age minor to school. The law states: "*Any parent of a school-age minor shall, upon written request from a local school board or school district, cooperate with school authorities in resolving the minor's school attendance problem.*" Further, the law states that a parent's failure to respond to this letter constitutes a class B misdemeanor. (*U.C.A. 53A-11-103*).

In addition, if your child is eligible for special education services as documented by an Individualized Education Plan (IEP), or a section 504 this letter serves as your prior written notice that Davis School District stands ready and willing to provide a free and appropriate education (FAPE) to your student. It is the goal of Davis School District to provide a free, appropriate education for all students who reside in Davis School District. If the lack attendance is related to the student's disability, please contact us immediately so we can reconvene the IEP team to address his/her needs. If you have any further questions or need assistance in understanding your child's Procedural Safeguards, please contact your student's Special Education teacher, Principal, or the Special Education Office at the District at (801) 402-5169.

In a final effort to resolve your student's attendance problems, we are requesting a meeting to assess this issue and determine a plan of action to help your student resolve his/her attendance problems. This meeting has been set for \_\_\_\_\_ at \_\_\_\_\_ o'clock. It is vital that you be in participant in this process. Please contact the school at 402-\_\_\_\_ between \_\_\_\_ a.m. and \_\_\_\_ p.m. by \_\_\_\_\_ to either confirm or reschedule this meeting.

Please be advised that in the event your student's school attendance problem cannot be resolved by the efforts of the school, he/she shall be referred to the juvenile court as a habitual truant.

Thank you for your cooperation in this matter.

Sincerely,

Principal Skinner

cc:

enclosures: School and District Attendance Policy  
Utah Code Ann. 53A- 11-103

Truancy Intervention Program  
Step Three Intervention – Certified Letter