

Heading for the school

Principal's name

Phone number

Date

To the Parents/Guardians of:

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Dear Parent/Guardian:

Your child has three (3) UNEXCUSED ABSENCES/TARDIES. If this continues, you and your child will be in violation of Louisiana Truancy Law R.S. 17:233. Please see that your child attends school regularly and on time. When you child is absent or tardy, you should provide a legitimate written excuse.

If your child receives (5) UNEXCUSED ABSENCES/TARDIES, you and your child will be required to attend a conference with the DA's office and the Child Welfare and Attendance Officer.

If you feel this letter is in error, contact me immediately at \_\_\_\_\_ and/or provide official documentation.

Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_