

Compulsory Attendance Notices**

Appropriate notices on student absences or irregular attendance may be issued by the district in accordance with law.

1. Attendance Supervisor

The attendance supervisor shall:

- a. Determine whether a parent or guardian has either failed to enroll his/her student or to maintain the student in regular attendance at a public school. Regular attendance shall mean attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which school is in session;
- b. Verify the compulsory attendance violation through such means as matching attendance supervisor records with classroom teacher records;
- c. Provide written compulsory attendance noncompliance notification to the parent or guardian within 24 hours of notification of the violation from the proper authority. If the student is an adjudicated youth on parole or probation, at the same time notice is given to the parent or other person, the attendance supervisor shall notify the student's parole or probation officer of the student's absence;
- d. Serve the notification personally or by certified mail. The notification will be written in the home language of the parent or guardian of the student;
- e. Ensure that notification includes a statement requiring the student to appear at the public school on the next school day following receipt of the notice and to maintain regular attendance for the remainder of the school year;
- f. Ensure that the notification states that the parent or guardian has the right to request an evaluation to determine if the child should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or right to request a review of their child's current IEP or 504 plan;
- g. Provide a copy of the notice to the designee at the time notice is given to the parent or guardian;
- h. The attendance supervisor, within three days of knowledge of noncompliance by the parent or guardian, shall notify the superintendent or designee.

2. Conference

The superintendent or designee may conduct a conference with the parent or guardian and student. Auxiliary aids and services will be provided upon advance request. The superintendent or designee may:

- a. Review Oregon's attendance law and the student's attendance record;

- b. Determine the reasons for the noncompliance;
- c. Develop a plan for student attendance improvement (contract, etc.);
- d. Refer the parent or guardian and student to other agencies as necessary (i.e., Building Support Team; Youth Services Team; Oregon Department of Human Services, Community Human Services; Juvenile Department; etc.);
- e. Discuss the potential consequences for continued attendance noncompliance, including the potential for the issuance of a citation if applicable.

Lebanon Community School District
485 S. 5th St.
Lebanon, OR 97355-2602
Phone: (541-451-8511)

***** ATTENDANCE SUPERVISOR'S NONENROLLMENT NOTICE *****

Date _____
Parent(s)/Guardian _____
Address _____

Dear _____,
(Parent/Guardian)

A determination has been made that your student, _____ (Student's Name) _____, has not enrolled in school and has not been exempted from compulsory attendance in school, under provisions of ORS 339.030.

In accordance with Oregon law, you are hereby notified that you must enroll your student at [] School no later than the next school day following receipt of this notice and maintain your student in regular attendance for the remainder of the school year.

Please be advised that failure to comply with Oregon's compulsory attendance law is a Class C violation and may result in a compulsory attendance citation and complaint issued by the superintendent and a fine by a court.

You may request an evaluation to determine if your student should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or request a review of your student's current IEP.

If you have questions, please contact [name] at [number].

Sincerely,

[Attendance Supervisor] [Principal]

[cc: Principal/Superintendent]

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Lebanon, OR 97355-2602
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******* ATTENDANCE SUPERVISOR'S IRREGULAR ATTENDANCE NOTICE *******

Date _____
Parent(s)/Guardian _____
Address _____

Dear _____,
(Parent/Guardian)

A determination has been made that your student, _____ (Student's Name) _____, is not maintaining regular attendance at a public school as required by ORS 339.065.

Regular attendance is defined by Oregon law as attendance which does not include more than eight unexcused one-half day absences or the equivalent thereof in any four-week period school is in session.

According to school attendance records, your student has had [] unexcused absences from school on the following dates: [].

Please send your student to school no later than the next school day following receipt of this notice and maintain your student in regular attendance for the remainder of the school year.

You may request an evaluation to determine if your child should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or request a review of your child's current IEP or 504 plan. If you request an evaluation for, or a review of a current IEP or 504 plan, a conference will be held after such evaluation or review has been completed.

If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: Linn Benton Lincoln, 541-812-2751.

If you have questions, please contact [name] at [number].

Sincerely,

[Attendance Supervisor] [Principal]

[cc: Principal/Superintendent]

Lebanon Community Schools
485 S. 5th St.
Lebanon, OR 97355-2602
Phone: 541-451-8511

**** SUPERINTENDENT'S NOTICE****

Date _____
Parent(s)/Guardian _____
Address _____

Dear _____,
(Parent/Guardian)

According to district records, you were notified by the district's attendance supervisor on [date] that your student, [name], [is not yet enrolled in school] [is not maintaining regular school attendance] [is not enrolled with the local education service district] as required by Oregon laws.

Your student was required to appear in school no later than the next school day following your receipt of that notice and to maintain regular attendance for the remainder of the school year. District records indicate your student continues to be absent from a public school.

You [may request an evaluation of your student's individualized education program (IEP) or Section 504 plan or a review of same.] [requested an evaluation to determine if your student should have an individualized education program (IEP) or Section 504 plan.] [[requested a review of an existing IEP or Section 504 plan for your student] and the requested evaluation or review was completed on [date].]

You and your student are requested to attend a conference with [designated school official] on [date] at [time],

1. The development of a plan for improvement;
2. Resources available to help your student be successful in school, referrals to other agencies as may be needed and such alternative education information as may be required by law;
3. Any questions you may have concerning district programs and resources to help your child attend regularly.

If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: Linn Benton Lincoln, 541-812-2711.

If you have questions, please contact [name] at [number].

Sincerely,

[Superintendent/Designee]

HR6/25/15 | PH

HR4/04/24 | LF

Compulsory Attendance Notices and Citations** - JEA-AR