

Series 400 Students
 Section 430 Attendance
 Letter 430L2 Beginning a Truancy Pattern

SAMPLE LETTER

(For Student Not Yet Established as a Habitual
 Truant but Beginning a Truancy Pattern)

Dear _____,

As the attendance officer at _____ (Name of School) _____, I am writing this letter to formally notify you -- as per state law -- that a perceived absentee problem exists for your son/daughter, _____.

Our records suggest that a truancy pattern, habitual in nature, may be evident. Although there have been explanations provided for (many/most/all) of those days, I am concerned. If in fact a medical difficulty persists that has necessitated this number of absences, then I must request that a medical excuse be provided by a physician. If "other" circumstances exist, I need to be informed of them. Attached is a copy of an attendance report that outlines _____ absences.

The State's Compulsory Attendance Law is as follows:

118.15 Compulsory school attendance. (1)(a) Except as provided under paras. (b) to (d) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

Please also understand that under s. 118.16(5), a penalty (penalties) may be imposed by the courts on the parent or guardian of a habitual truant if he/she fails to cause the child to attend school regularly as required under s.118.15(1)(a):

118.16(5)(a) Except as provided under par (b) or if a person has been found guilty of a misdemeanor under s.947.16, whoever violates this section may be fined not more than \$500.00 or imprisoned not more than 30 days or both after evidence has been provided by the school attendance officer that the activities under s.118.16(5) have been completed. In a prosecution under this paragraph, if the defendant proves that he or she is unable to comply with the law because of the disobedience of the child, the action shall be dismissed and the child shall be referred to the court assigned to exercise jurisdiction under ch 48.

I have arranged for you to meet with _____ to discuss your son's/daughter's truancy problem on _____ (date)

If you are unable to meet at this time, please contact me at: _____ telephone number _____. We will make every reasonable attempt to reschedule the meeting at a time that is convenient for you if necessary.

As a parent or guardian, you may request program or curricular modifications. It may also be necessary to determine if potential eligibility exists for enrollment in a "Special Education" or an "At Risk" program. This can be discussed at the conference.

The success of your child in school is directly related to his/her attendance and the working relationship between the home and the school. Please help us to resolve this difficulty and to continue working toward providing your son/daughter with the quality education that the _____ School District has to offer.

If I can in any way provide assistance, please call me at _____.

Thank you for your cooperation in this important matter.

Sincerely,
 (Signature of School Attendance Officer)