

Series 400 Students  
 Section 430 Attendance  
 Letter 431L3 Middle Stage Truant

### Sample Letter

(Middle Stage Truant)

Dear \_\_\_\_\_,

This letter is to inform you that \_\_\_\_\_ has been absent from my (class/subject) without an acceptable excuse \_\_\_\_\_ times (this semester/within the past 10 days). Please see the attached attendance report.

According to section 118.15 of the Wisconsin Statutes and Board policy, students shall be in full-time attendance until they become 18 years of age unless they have been legally excused. Failure to regularly attend classes negates the ability of the students to meet course requirements adequately, to attain a satisfactory level of exposure to the subject matter, and to participate adequately in the learning environment.

Parents/Guardians share a responsibility with the school in teaching young people habits of dependability through regular and punctual attendance. Such habits have pertinent carry-over to daily life and adult employment.

Please be aware that a penalty (penalties) may be imposed by the courts on the parent or guardian of a habitual truant if he/she fails to cause a student to attend school regularly as required by law. A student is considered a "habitual truant" under the law if he/she is absent from school without an acceptable excuse for either one of the following: (1) part or all of 5 or more days out of 10 consecutive days on which school is held during a school semester, or (2) part or all of 10 days on which school is held during a school semester.

We have evaluated your son/daughter to see if learning problems have been a cause of truancy and wish to discuss this evaluation with you. We will meet in \_\_\_\_\_'s office at \_\_\_\_\_ (time) on \_\_\_\_\_ (date). If this time/date is inconvenient, please call my office to reschedule.

Sincerely,  
 (Signature of Teacher or School Attendance Officer)