(School Letter Head)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

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

Our records indicate (child’s name) has had seven unexcused absences this year. School attendance is required by *Minnesota Statute 120A.22 & 260C.007.*

A referral has been made to the Dakota County Truancy Reduction Program. This is a Dakota County Social Services program meant to address the needs of students who have more than seven unexcused absences and school interventions have not improved school attendance. A Truancy Social Worker will be contacting you within 10 days. The Social Worker will set up a meeting with you and your child to discuss your child’s attendance and any concerns you may have. The goal is to support you and your child to improve school attendance and identify any barriers that are preventing this from happening.

The Truancy Reduction brochure is attached to this letter.

Thank you,