School Letter Head

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

(date)

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

(parent/guardian name)

We are concerned about your child’s absences from school. Your child has had \_\_\_ excused absences and \_\_\_unexcused absences. School attendance is required by Minnesota Statue 120A.02.

An absence can be excused due to illness, medical, orthodontic, or counseling appointments. School districts can require a note from a physician or licensed mental health professional to verify the reason for the child’s absence from school.

Due to the number of both excused and unexcused absences:

* Effective (date) we will require written documentation from a doctor or a licensed mental health professional to excuse further absences.
* The documentation must indicate how long the student will be expected to be out of school.
* Your child can be seen by our school nurse who can verify that your child is unable to attend school due to illness.

If your child has an ongoing medical or mental health condition that will impact their school attendance, please contact me to set up a meeting to discuss how we can support your child and develop a plan to improve school attendance.

If your child receives seven unexcused absences, we are required to make a referral to the Dakota County Social Services Truancy Reduction Program. This program is meant to address the needs of students who have more than seven unexcused absences and school interventions have not improved school attendance.

Thank you,