(School Letter Head)

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

(date)

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

 (parent/guardian name)

Regular school attendance is important in the ongoing development of a child. Studies have shown that a child with regular school attendance is more likely to be successful in school and in adult life. Truancy affects the child, the family and the community as a whole.

* Under Minnesota law, school attendance is mandatory.
* A student is considered a “habitual truant” if they are 12-17 years old and are absent from school without a lawful excuse for 7 days.

Our school administration has determined that your child has at least 3 unexcused absences this school year. A school meeting has been scheduled to meet with you and your child. At this meeting, attendance concerns will be reviewed and you will be provided information on school and community resources to help improve your child’s attendance. The goal of this meeting is for your child’s attendance to improve.

If your child accumulates 7 or more unexcused absences, our school may make a referral 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 7 unexcused absences and school interventions have not improved school attendance.

This meeting is scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_ with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (day and date) (time) (School Staff Name)

Very truly yours,

Minnesota Statue 120 A.22 & 260C.007