

Sample First Letter

(SCHOOL LETTERHEAD)

NOTICE OF EXCESSIVE ABSENTEEISM

Student: John Smith
Date of Birth: 01/01/2011
SIS # 123-456-789
Grade: 1
Date of this Notice: 02/09/11

(Parents Name) P/G of John Smith
(Address) 123 Main Street
(City, State, Zip)
Telephone: 309-123-4567

Dear *(Parent name)*

(Student name) has had excessive unexcused absences and/or tardiness to school, which is in violation of our attendance policy. (He/She) has _____ *(enter #)* days of unexcused absences and/or been tardy _____ *(enter #) times*.

As of July 28, 2011, Public Act 97-0218 (105 ILCS 5/26-2a) was passed in Illinois. This Public Act changed the definition of chronic truancy to 5% of the school year (9 days) as opposed to 10% of the school year (18 days). If your child's attendance approaches chronic truancy, you will be referred to the Rock Island County Regional Office of Education, Prevention Services/Truancy Department. To prevent this from happening, please provide documentation for any future absent days.

Your child's future success in life and work require good attendance habits, which are formed when they are very young. It is very important for the educational well being of your child to attend school regularly.

Respectfully,

(Principal, Assistant Principal, Dean, Etc.)