

15 Day Absence Meeting Request

DATE

NAME OF PARENT(S)/GUARDIAN(S)

ADDRESS

ADDRESS

RE: 15 Absences of: NAME OF STUDENT

Meeting scheduled for: DATE

Meeting will be held in Room XXX: NAME OF ROOM of NAME OF SCHOOL

Dear NAME OF PARENT(S)/GUARDIAN(S):

We are concerned with the number of school days NAME OF STUDENT has missed this year and the impact the absences have on your child's education.

In an effort to identify the cause(s) of these absences and work with you to develop a plan to address the cause(s) and improve your child's school attendance, we have scheduled a meeting for the date and time listed above. If you cannot attend this meeting, you must immediately contact us to reschedule.

Under Vermont Department of Education policy, we are required to track student attendance. District attendance protocol requires the school to provide written notification to you of your child's absences, even though you may already have contacted and discussed these absences with the school. District Policy also requires the school hold a meeting with parents or guardians after 15 absences.

If you do not attend, or if your child misses 20 or more days of school, the District may be required to seek remedy through court action with the Chittenden State's Attorney.

Our intent and the intent of Vermont state law is to ensure students have every opportunity to attend school and learn. Regular attendance is fundamental to successful school performance and critical to your child's performance later in life. National research suggests a student's academic performance directly corresponds to their attendance.

We look forward to meeting with you to work out a plan to improve your child's attendance. If you have questions, please contact NAME, at TELEPHONE NUMBER.

Sincerely,

NAME

TITLE

Copy: Student File
Truancy Project