

5 Day Absence Notification

DATE

NAME OF PARENT(S)/GUARDIAN(S)
ADDRESS
ADDRESS

RE: NAME OF STUDENT

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

Our District attendance records indicate as of DATE, CHILD'S NAME has been absent 5 or more days from school.

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. Standard District procedure requires this notification be sent to parents or guardians at the following intervals when a child has missed 5, 10, 15 or 20 days of school.

If your child is absent on 15 or more occasions, the school may invite you to attend a meeting to discuss possible solutions to reduce future absences. 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.

If you have questions regarding your child's attendance, please contact Principal, NAME at NAME OF SCHOOL, PHONE NUMBER. If you have questions with regard to District policy or procedures, please contact NAME at PHONE NUMBER.

Sincerely,

NAME
TITLE

Copy: Student File
Truancy Project