



# BURLINGTON SCHOOL DISTRICT

Building a Learning Community

## Five-day Letter

To the Parent or Guardian of

<<Name\_FL>>  
<<StreetAddress>> <<Apt# Calc>>  
<<City>>, <<State>> <<ZipCode>>

Dear Parent or Guardian:

Your child's school attendance records indicate that as of // your child has been absent from school <<TotalAbsences>> days and tardy on <<TotalTardiesTest>> day(s).

You may already have called your child's school and/or teacher(s) about the absences. If so, you've probably discussed ways to make up work your child may have missed during these days.

The purpose of this letter is to ensure students are in school and learning. School attendance is critical in successful school performance. National research suggests that student academic performance corresponds to their attendance.

Under Vermont Education Department policy, the Burlington School District must track student attendance. Your child may have missed school for several different reasons such as illness, a death in the family, religious holidays, suspensions, medical or dental appointments, or family obligations.

The District's attendance procedures require we contact you after your child misses 5, 10, 15 and 20 days of school. After 15 absences, the school may invite you to attend a meeting to discuss ways to reduce future absences. If your student misses 20 or more days of school, the District could ask the Chittenden State's Attorney to seek court action.

If you have questions about your child's attendance, please call your child's school:

<<Schools::SchoolName>>  
<<Schools::SchoolPhoneNumber>>

If you have questions about these procedures, please contact <<Schools::SchoolPrincipalName>>, <<Schools::SchoolPrincipalTitle>>, or <<GuidanceCounselor>>, School Guidance Counselor.

Copy: Student File  
Guidance (BHS only)

JEANNÉ COLLINS ~ SUPERINTENDENT  
150 COLCHESTER AVE. ~ BURLINGTON VT 05401  
PHONE: 802-865-5332 ~ FAX: 802-864-8501 ~ WEBSITE: [WWW.BSDVT.ORG](http://WWW.BSDVT.ORG)

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EEO: This material is available in alternate formats for persons with disabilities.  
To request an accommodation, please call 1. 800.253.0101 (TTY) or 1.800.253.0195 (voice).



# BURLINGTON SCHOOL DISTRICT

Building a Learning Community

## (Ten-day Letter)

To the Parent or Guardian of

<<Name\_FL>>  
<<StreetAddress>> <<Apt# Calc>>  
<<City>>, <<State>> <<ZipCode>>

Dear Parent or Guardian:

Your child's school attendance records indicate that as of // your child has been absent from school <<TotalAbsences>> **days** and tardy on <<TotalTardiesTest>> **day(s)**.

You may already have called your child's school and/or teacher(s) about the absences. If so, you've probably discussed ways to make up work your child may have missed during these days.

The purpose of this letter is to ensure students are in school and learning. School attendance is critical in successful school performance. National research suggests that student academic performance corresponds to their attendance.

Under Vermont Education Department policy, the Burlington School District must track student attendance. Your child may have missed school for several different reasons such as illness, a death in the family, religious holidays, suspensions, medical or dental appointments, or family obligations.

The District's attendance procedures require we contact you after your child misses 5, 10, 15 and 20 days of school. After 15 absences, the school may invite you to attend a meeting to discuss ways to reduce future absences. If your student misses 20 or more days of school, the District could ask the Chittenden State's Attorney to seek court action.

If you have questions about your child's attendance, please call your child's school:

<<Schools::SchoolName>>  
<<Schools::SchoolPhoneNumber>>

If you have questions about these procedures, please contact <<Schools::SchoolPrincipalName>>, <<Schools::SchoolPrincipalTitle>>, or <<GuidanceCounselor>>, School Guidance Counselor.

Copy: Student File

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# BURLINGTON SCHOOL DISTRICT

Building a Learning Community

(Fifteen-day Letter)

<<Date>>

To the Parent or Guardian of

<<Name\_FL>>

<<StreetAddress>> <<Apt# Calc>>

<<City>>, <<State>> <<ZipCode>>

Re: <<TotalAbsences>> Absences and <<TotalTardiesTest>> Tardies of <<Name\_FL>> - Meeting Scheduled

**Date:** <<FifteenDayConferenceDate>>

**Time:** <<FifteenDayConferenceTime>>

**Location:** <<FifteenDayConferenceLocation>>

As you know from previous contacts with the school, we are concerned about the number of days of school your child has missed this year. Every school absence can significantly impact your child's success at learning.

We would like you to meet with a school team so we can work with you to identify the cause of these absences, discuss the impact of the absences on your child's education and, most importantly, devise a plan to improve your child's attendance at school.

Under Vermont Department of Education policy, the Burlington School District must track student attendance. The District's attendance procedures require that we notify you of student absences even though you already may have discussed the absences with your child's school. Those procedures also require the school to hold a meeting after 15 absences.

We strongly encourage you to attend this meeting. Please let us know immediately if you cannot. According to our procedures, if you ignore this notice and choose not to attend this meeting, or if your child misses another five days of school, the District may contact the Chittenden State's Attorney to seek court action to help your child attend school as required by law.

Our intent, and the intent of Vermont state law, is to ensure students are in school and learning. School attendance is critical in successful school performance. National research suggests that student academic performance corresponds to their attendance.

We look forward to working with you at the meeting to improve your child's attendance.

Sincerely,

<<Schools::SchoolPrincipalName>>

<<Schools::SchoolPrincipalTitle>>

<<Schools::SchoolName>>

<<Schools::SchoolStreetAddress>>

<<Schools::SchoolPhoneNumber>>

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# BURLINGTON SCHOOL DISTRICT

Building a Learning Community

## (Twenty-day Letter)

To the Parent or Guardian of

<<Name\_FL>>

<<StreetAddress>> <<Apt# Calc>>

<<City>>, <<State>> <<ZipCode>>

Re: <<TotalAbsences>> Absences and <<TotalTardiesTest>> Tardies of <<Name\_FL>>

This letter is to inform you that pursuant to School District Policy JEDA and its procedures, an affidavit regarding your student's excessive absences from school has been submitted to the Chittenden County State's Attorneys Office for prosecution or appropriate legal action.

A student's excessive absence from school is a violation of Vermont laws, 16 V.S.A. Section 1127 and 33 V.S.A. Section 5528. As a result, there may be a criminal prosecution and a fine of up to \$1,000 or a determination your student is in need of care and supervision with loss of custody as the most extreme consequence.

If you have any questions, please contact me.

Sincerely,

<<Schools::SchoolPrincipalName>>

<<Schools::SchoolPrincipalTitle>>

<<Schools::SchoolName>>

<<Schools::SchoolStreetAddress>>

<<Schools::SchoolPhoneNumber>>

Copy: Student File

Guidance (BHS only)

Superintendent

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