

Date

Dear Parent/Guardian(s),

The Board of Education policy states that the following actions will occur regarding cumulative absences;

Five (5) Absences – A letter will be sent to the student’s parent or guardian noting that said student has accumulated five (5) absences (excused or unexcused) and reminding the student and parent or guardian of the School District’s Attendance Policy.

Ten (10) Absences – An additional letter will be sent to the student’s parent or guardian noting that said student has accumulated ten (10) absences (excused or unexcused) and reminding the student and parent or guardian of the School District’s Attendance Policy. The second letter will include the School District’s Doctor’s Note form along with the suggestion that any individual absence seeking to be excused for medical reasons shall be accompanied by said Doctor’s Note form completed by the treating physician or licensed medical professional.

In addition to the letter, the School Resource Officer or School Truancy Interventionist will make contact, either via telephone or in-person, with the student and parent or guardian to discuss the accumulated absences and plans for attaining regular and consistent school attendance.

Fifteen (15) Absences – A meeting will be scheduled with the student, parent or guardian, and school administrators or designees to discuss and execute an Attendance Cooperation Agreement. The Attendance Cooperation Agreement will include such terms as consequences for breach of the Agreement, up to and including referral to the County Attorney’s Office for a formal mediation and Mediation Agreement. Upon execution, the Attendance Cooperation Agreement will remain in effect for the period of one (1) calendar year.

Sixteen (16) or More Absences – Upon breach of the Attendance Cooperation Agreement, but at most after accumulation of no more than two (2) additional unexcused absences, the student and parent or guardian shall be referred to the County Attorney’s Office for formal mediation. At mediation, the parties will execute a Mediation Agreement pursuant to Chapter 299 of the Iowa Code. Upon execution, the Mediation Agreement will remain in effect for the period of one (1) calendar year. Any violation of the Mediation Agreement is considered a criminal law violation and will be prosecuted by the County Attorney’s Office.

The purpose of this letter is to ONLY inform you of the number of absences your child has accumulated so far this year.

As of _____, your child, _____ has missed 5 or 10 days of school. We understand there are times and circumstances requiring your child to miss school, and we also understand you are likely aware of the number of days missed by your child.

However, the Board of Education believes it is imperative students are in attendance and are ready to learn. Therefore, this letter is sent to you as a reminder and to encourage you to make necessary adjustments in order to avoid further consequences as outlined in the School District Attendance Policy.

If you have any questions or concerns, please contact us. Thank you for your continued efforts and support of your student and our School District.

Sincerely,

Principal Building

Enclosure: Doctor's Note form

CC: School Resource Officer/Truancy Interventionist