

10-Day consecutive Absences Attendance Letter- **SAMPLE**

(On school letterhead; send by certified mail)

(Date)

(Parent/Guardian Name)

(Parent/Guardian Address)

(City, State, Zip)

To the parent/guardian of (Student Name):

Our school records indicate that your student, (Student Name), has 10 consecutive unexcused days of absences without parent/guardian communication with the school.

In accordance with Utah Administrative Code R277-419-1, your student will be withdrawn on (Date).

Utah Code §53G-6-202 states that the parent of a school-age minor shall enroll and send the school-age minor to a public or regularly established private school and the parent of a school-age minor shall cooperate with school boards and charter school boards to secure regular attendance at school by the school-aged minor for whom they are responsible (R277-607-5).

Your student's re-enrollment would be welcomed, so please contact the school immediately at (School phone number) to re-enroll your student. If your student is enrolled in another educational institution, please provide our school with verifying documentation indicating the date your student was enrolled at another school.

Sincerely,

(School Administrator's Name)

(School Administrator's Contact Number)

cc: Permanent File