

Attendance Letter Information

Elementary - Compulsory Education Secondary - Habitual Truancy

Due process: It is recommended that absences be checked once per week throughout the year beginning the third week of school.

Letter #1, Registration Letter

- Included in school registration packet and in on-line registration (*required*)
- Parent/Guardian sign and return letter to school or verify online
- Keep returned signed letter in cum folder or as a report from Skyward

Letter #2, 5 Day Letter (*required*)

- Keep copy of the signed letter on school letterhead in the student's permanent file

Letter # 3, 10 Days Unexcused Absence (*required*)

- Requests meeting with parent
- Keep copy of the signed letter on school letterhead in the student's permanent file

Letter # 4, 15 days unexcused absence (*required*) CERTIFIED MAILING

- Certified mail with signature, or
- May be personally presented to parent by the school
 - Documentation of personal service in lieu of certified letter would require:
 - Parent signature of receipt with date
 - Administration signature and date
 - Witness (school staff personnel) with signature and date
 - Keep a copy of the signed letter on school letterhead and required documentation in the student's permanent folder.

Attendance letters may be modified by the school but must include the following:

- Make the letter name specific for parents/guardians (greeting, address and envelope – no “dear parent”.)
- Student's first and last name must be included in the letter.
- Direct the parent/guardian to meet with the school to discuss, and to cooperate in the development of improved attendance.
- Clarify with whom, where and when meeting is to take place.
- Quote Utah Compulsory Education Code (53A-11-101) and language (According to the Utah Compulsory Education Law...)
- Include “This letter constitutes Administrative Notification #” at the bottom of the page.