

According to Education Code Section 48260.5 – Any pupil subject to full-time education who is tardy more than 30 minutes or absent from school without valid excuse three days in one school year is truant and shall be reported to the attendance supervisor of the superintendent of the school district. Education Code Section 48260.5 states the following.

- l. Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent/guardian, by first-class mail or other means, of the following:
 - (a) That the pupil is truant.
 - (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
 - (c) That Parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.
 - (d) That alternative educational programs are available in the district.
 - (e) That the parent or guardian has the right to meet with appropriate personnel to discuss solutions to the pupil's truancy.
 - (f) That pupil may be subject to prosecution under Education Code Section 4264.
 - (g) That the pupil may be subject to suspension, restrict or delay of the pupil's driving privilege pursuant to section 13202.7 of the Vehicle Code.
 - (h) That it is recommended the parent or guardian accompany the pupil to school and attend class with the pupil for one day.

Dear Parent/Guardian/Caregiver:

Name of school wants all students to be successful in school. School attendance is the strongest predictor of academic success and high school graduation. Students who miss school struggle academically.

Our school records indicate that your child, _____, in grade _____ has been tardy to class more than 30 minutes or absent without a valid excuse three (3) or more times this school year.

If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school attendance clerk. Absences or excessive tardies for any reason affect student's education and reduce opportunities for success in school. Tardies also interrupt instruction and interfere with the learning environment for all pupils.

If your child's attendance dramatically improves, you will not receive any further communication about this. If your child continues to miss school, the school will schedule a meeting to discuss how to provide support.

Name of school is committed to partnering with you to ensure the well-being of your child. We would be happy to connect you with resources that support your child's social, emotional, and academic success. Please contact your school's Administrator if you would like to learn more about these support services.

If you feel you have received this letter in error, as a first step, please contact your child's school and clear the absences with the attendance clerk.

Sincerely,

Name
Title

Cc: Student File