

TRUANCY LETTER TO PARENTS / GUARDIANS

School Name: _____ Grade: _____

Student Name: _____ Student ID: _____

Parent / Guardian Name: _____ Relationship: _____

Address: _____

Phone Number: _____ Email: _____

Subject: Notice of Truancy

Dear Parent(s) / Guardian(s),

This letter is to inform you that your child has been absent from school without a valid excuse on multiple occasions. Regular attendance is essential for academic success and is required by law. Your child's repeated absences have been documented and may subject you and your child to state truancy laws and penalties.

The following summarizes the unexcused absences recorded:

Date	Period/Class	Notes
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please be advised that continued unexcused absences may lead to further action, including but not limited to referral to the appropriate truancy authorities, fines, and other penalties as permitted by law. It is important that you address this matter promptly to avoid such consequences.

We recommend scheduling a meeting with school administration at your earliest convenience to discuss any challenges your child may be facing and to develop a plan to improve attendance. Documentation of valid excuses or medical reasons should be provided in accordance with school policies.

If you have any questions or require assistance, please contact the school office. We appreciate your cooperation and commitment to your child's education.

Sincerely,

School Principal or Designee

PARENT / GUARDIAN SIGNATURE

SCHOOL OFFICIAL SIGNATURE

Signature: _____

Signature: _____

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