



EXCESSIVE EXCUSED ABSENCE NOTIFICATION

Date: 00/00/00

Student Name: FIRSTNAME LASTNAME (BIRTHDATE)

Student ID: SISNUMBER

Grade: GRADE at SCHOOLNAME

To the Parent or Guardian of FIRSTNAME LASTNAME:

Prince William County Public Schools is committed to working with the parents/guardians of our students to ensure the success of our students. We sincerely appreciate your support of our school division's efforts to promote the importance of attendance in school.

We are concerned that your student continues to miss critical learning time. Due to your student now reaching 10 days of missed instruction, we may require that official verification be provided to the school attendance office within 5 days of any future absence. Under state guidelines, excused absences count toward a student being considered chronically absent, which is defined as a student being absent for 10% or more of the academic year.

FIRSTNAME has continued to miss valuable classroom instruction since the first "Excused Absence Notification" was mailed on DATE based on absences through DATES. Since that date, additional absences occurred on these dates. ABSENCE DATES

As a guideline, a child is too ill to attend school if he/she has a contagious disease, a temperature over 100 degrees, symptoms of vomiting, diarrhea, or chronic illness or other conditions with written orders from a doctor to stay home. If your student has a chronic illness, please have the physician provide clear guidelines for ongoing absences.

Please contact CONTACTNAME1 at CONTACTPHONE1 to discuss ways to improve your child's attendance.

Sincerely,

SIGNERNAME1

SIGNERTITLE1