



FIRST NOTIFICATION OF TRUANCY

Date:00/00/0

Student Name: FIRSTNAME LASTNAME (BIRTHDATE)
Student ID: SISNUMBER
Grade: GRADE at SCHOOLNAME

To the Parent or Guardian of FIRSTNAME LASTNAME:

I am writing to check in on FIRSTNAME and offer support regarding school attendance.

Going to school regularly matters for your student's success and achievement! As you know, our goal is to provide a thriving educational environment for your child every day. We understand that many factors can contribute to student absences. We also know that absences add up quickly and directly impact your child's success.

Truancy is defined as accruing one or more unexcused absences. Our records indicate that FIRSTNAME has been absent without a valid excuse on at least three (3) days this school year. These absences occurred on ABSENCEDATES

Here are a few practical tips to help support regular attendance:

- Make sure your student keeps a regular bedtime and morning routine.
- Ensure your student goes to school every day unless they are sick.
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Feel free to contact us for support and resources; we are in this together!

If you feel this message is in error or there are mitigating circumstances or challenges related to your child's unexcused absences that the school is not aware of, I urge you to contact me.

Please know that our staff is here to help. We look forward to speaking with you and are available at CONTACTPHONE1 to discuss solutions for improving your student's school attendance.

We look forward to partnering with you to ensure your student can learn and thrive at our school.

Sincerely,

SIGNERNAME1
SIGNERTITLE1

Here is why we must send you this letter:

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child *within the compulsory attendance age* shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law. According to VA State Code 22.1-258, schools are required to provide interventions for students that are truant and unsuccessful interventions can result in a referral to the Juvenile Court Services Unit for the student and/or parent.

Our goal is to collaborate and partner with you in order to prevent any referrals to the court. Our goal is to support your child in being successful at school.