



SECOND NOTIFICATION OF TRUANCY

Date: 00/00/00

Student Name: FIRSTNAME LASTNAME (BIRTHDATE)

Student ID: SISNUMBER

Grade: GRADE at SCHOOLNAME

To the Parent or Guardian of FIRSTNAME LASTNAME:

SCHOOLNAME is committed to providing a quality education for each of its students. We work cooperatively with our families to ensure that all students benefit from meaningful learning experiences.

School success is directly affected by regular and timely attendance. Absent students miss critical learning time that helps them master their academic material. They simply cannot benefit from their education if they are not in school.

FIRSTNAME's attendance has not improved since the "First Notification of Truancy" letter was sent on LETTERPRINTDATE. We want to partner with you to ensure your child attends school every day to prevent a referral to the school attendance officer.

Your student, FIRSTNAME, continues to be absent without a valid excuse. These absences occurred on: ABSENCEDATES

We are committed to partnering with you to support your student. At this time, a conference will be scheduled to address the concerns regarding your student's attendance with a school administrator. Please contact CONTACTPHONE1 as soon as possible to discuss solutions that will improve your student's attendance.

We look forward to meeting with you.

Sincerely,

SIGNERNAME1

SIGNERTITLE1