



THIRD 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:

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.

This letter is to inform you that your child continues to miss school, and we are genuinely concerned.

Our records indicate that your child, FIRSTNAME, continues to be absent without valid cause this school year. These absences occurred on: ABSENCEDATES

Parents, students, and school personnel play a key role in educational achievement and need to be involved in student attendance. Any missed school reflects a missed learning opportunity for your child. These missed learning opportunities have been proven to greatly affect a student's readiness for college and/or career.

You have previously been notified of this serious attendance matter and we have met with and/or attempted to contact you to discuss solutions to support your child. Please refer to letters dated: LETTERPRINTDATE1 and LETTERPRINTDATE2.

As a reminder, under the Code of Virginia, if a student or parent is noncompliant with compulsory attendance requirements, the Attendance Officer may contact the Juvenile Court Services Unit to file a complaint alleging that a student is a child in need of supervision or to institute proceedings against the parent.

If your truancy continues, you may receive a letter in the mail with a date, time, and location for an intake meeting with the Juvenile Court Services Unit. Please make every effort to attend this meeting, as we want to continue working with you to help improve your student's attendance. Please contact me at CONTACTPHONE1 as soon as possible. As partners in your child's success, if there are challenges we should be aware of and/or you need access to support, please contact our office at the phone number listed above.

Thank you for your cooperation in this important matter.

Sincerely,

SIGNERNAME1

SIGNERTITLE1