

[SAMPLE NOTICE OF CONTINUING TRUANCY LETTER]
(SCHOOL LETTERHEAD)

<DATE>

<PARENT(S)/GUARDIAN(S) NAME>

<ADDRESS >

<CITY, MN, >
ZIP CODE

Dear Parent(s)/Guardian(s):

Our records indicate that your child, <CHILD'S NAME>, has <....> unexcused absences this school year. If you believe there is a mistake in your child's attendance record, please contact us.

Regular school attendance positively contributes to the overall well-being of children, families, and the community. Students who attend school regularly are more likely to be better readers, graduate high school, and get higher pay in their careers. Our school wants your child to succeed. One way we do that is by telling families about the legal requirements of school attendance and the possible consequences of truancy.

Minnesota law requires children to attend school every day from the time they are enrolled until they are 18 years old, unless legally withdrawn by the parent(s)/guardian(s) at age 17. Excused absences include medical appointments, illness, religious observance, family emergency, active military duty, or funeral. All other absences are unexcused, except as indicated by school policy. Minnesota law defines a child as "continuing truant" if, in a single school year, the child has:

- 3 days of unexcused absences in elementary school; or
- 3 or more unexcused class periods in middle school or high school. (Minn. Stat. §260A.02, Subd. 3).

Parents/guardians are legally responsible for ensuring school attendance. (Minn. Stat §120A.22. Subd. 1). If your child continues to have unexcused absences, we may file a report with Hennepin County's Be@School program. The law also says that a child or parent/guardian may have to go to court and your child may lose their driving privileges as a result of continuing truancy.

Remember to let the school know any time your child will miss school. We want you to know that you have the right to meet with our staff to discuss solutions to your child missing school. We also have to tell you there may also be alternative educational programs and services that work better for your child. If you want to meet or discuss resources for your child, please contact: < > at <() >.

Sincerely,

<PRINCIPAL'S NAME>

School Principal

(This notice and the contents of this letter are required by Minn. Stat. §120A.34 and Minn. Stat. §260A.03).