

Date: \_\_\_\_\_

ATTENDANCE POINT VALUES

1 day ABSENT = 2 pts.  
½ day ABSENT = 1 pt.  
ALL TARDIES = 1 pt.

To the parent(s) of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Parent(s):

Our attendance records show that your child, \_\_\_\_\_, has accumulated twenty (20) or more attendance points (see chart below). Regular attendance is of great importance in order for your student to receive the maximum benefits from daily sequential instruction.

*Student Points Accumulated:*

Absent Points	Tardy Points	Total Points

Utah law and Washington County School District policy charge **parents, guardians, and school administrators** with the responsibility of ensuring that appropriate age children attend school daily. The “Utah State Compulsory Education Requirements” (Utah Code, Section 53A-11-101) directs **parents and schools** as follows:

1. The **parent** of a school-aged minor (school-aged child under 14) shall enroll and send the school-aged minor to a public or regularly established private school during the school year of the district in which the school-aged minor resides.
2. It is a class B misdemeanor for a **parent** or a school-aged child to intentionally or recklessly:
  - a. fail to meet with the designated **school authorities** to discuss the school-aged child’s attendance problems; or
  - b. fail to prevent the school-aged child from being absent without a valid excuse five or more times during the school year.
3. A **local school board**, local charter board, or **school district** shall report violations of this section to the appropriate county or district attorney.
4. The **juvenile court** has jurisdiction over an action filed under this section.

I am writing to express my concern and to seek your cooperation and involvement. I would like to meet with you to discuss your child’s attendance problems, and (if necessary) construct a plan/contract to secure regular attendance and improvement in school achievement. Please contact me at school, or call: \_\_\_\_\_ to arrange the date and time of the meeting.

Sincerely,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School