

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):

This letter is to express my deep concern regarding your child’s attendance. Our attendance records show that your child, _____, has accumulated thirty (30) or more attendance points (see chart below). Frequent tardiness and absence from the day-to-day classroom experience disrupt the instructional process. The benefits of instruction, once lost, cannot entirely be regained.

Student Points Accumulated:

Absent Points	Tardy Points	Total Points

As a result of your child’s attendance record, it appears that you are in direct violation of the Utah Compulsory Education Law (see 1 & 2 from Utah Code below) as stated in our previous communications.

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.

Several attempts have been made to resolve this problem, but have failed to provide a long-term positive result. The intent of this letter is to make you aware that there is legal obligation on the part of both the **school and the family** to provide for the education of our children. I believe the school officials have made every attempt possible to resolve this problem. I invite you to sit down with me and others to review, adjust, or create an attendance plan/contract for the remainder of this school year.

If you desire a **neutral third party mediator** to help resolve this matter, I will help set up an appointment. Please find a description of the program enclosed with this letter. The “Truancy Mediation Program” is under the direction of the juvenile court system to aid in the communication process between families and the schools.

If I do not hear from you (very soon) concerning a school meeting or setting up an appointment for **Truancy Mediation**, a referral for **Educational Neglect** will be sent to the Washington County School District office, and forwarded to the Washington County Attorney’s office.

Sincerely,

Principal

School