#### Third Truancy Letter

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Student’s name]

Dear Parent/Guardian:

You were last notified of your child’s truancy on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This third notice informs you that your child is now considered a habitual truant.

**Additional date(s) of truancies**

Unexcused days absent \_\_\_\_\_\_\_\_\_ Tardies (31+ minutes) \_\_\_\_\_\_\_\_\_

**History of attendance**

Attendance record as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is as follows:

Days of enrollment \_\_\_\_\_\_\_\_\_\_\_\_\_ Days present \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unexcused absences \_\_\_\_\_\_\_\_\_\_\_\_ Excused absences \_\_\_\_\_\_\_\_\_\_\_\_

Tardies (31+ minutes) \_\_\_\_\_\_\_\_\_\_\_

***Education Code* Section 48262—Habitual Truant**: Any pupil deemed an habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself after filing of either of the reports required of ***Education Code* Section 48260 or 48261.**

The school has attempted to work with you to solve your child’s attendance problems. These attempts have been unsuccessful. It will now be **mandatory** for you and your child to attend a School Attendance Review Board (SARB) meeting. Your scheduled appointment is as follows:

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

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You and your child are required to attend this conference **(*Education Code* Section** **48321.5)**. Failure to attend may result in a referral to the District Attorney’s Office or law enforcement. If you have any questions regarding this meeting, you may contact

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal