

COMPULSORY ATTENDANCE
7 and 10 Day Attendance Letter

Date: _____

School: _____

Parent Address: _____

Dear Parent or Guardian:

Your child _____ has missed _____ school days and/or has been tardy _____ times.

North Scott School District recognizes the following absences as being excused:

- Illness (doctor’s excuse may be required if excessive)
- Recognized religious observances
- Appointments that cannot be scheduled outside the school day (if excessive, proof may be required)
- Family emergencies
- School-sponsored or approved activities
- Absences approved by the building administrator

We are required to contact home once absences reach a certain number. This letter is to bring to your attention that your child has missed the number of days stated. If your child has been legitimately absent, we apologize in advance and hope you will regard this letter as informational only.

If indeed your child has missed school for reasons other than the ones listed above, please consider that good attendance is vital to a successful education.

Thank you in advance for your cooperation on this very important matter. If you have any questions please call your child’s school.

Sincerely,

Building Principal

____1st Notice
____2nd Notice

Approved: June 27, 2005
Reviewed: April 9, 2012
Revised: