

COMPULSORY ATTENDANCE  
15 Day Attendance Letter

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

School: \_\_\_\_\_

Parent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Parent or Guardian:

You are receiving this letter because your child has missed 15 or more days and/or has an excessive amount of tardies. Due to this attendance issue, the following actions must be taken:

1. A conference, at your child’s school, between school representatives and yourself to discuss the reason for the absences.  
Conference Date: \_\_\_\_\_ Time: \_\_\_\_\_
2. You are asked to provide documentation of absences.
  - Absence due to illness can be excused from a note provided by your doctor or bringing your child to school for the nurse to excuse.
  - For any other absences the building administrator must excuse the absence prior to being gone.

The North Scott Community School District considers good attendance to be necessary for students to gain maximum benefit from the educational opportunities it offers. Students who frequently miss school experiences have great difficulty developing skills, which will prepare them for later in life. Many students in these circumstances are not able to achieve the greatest success in their academic programs and some eventually drop out of school.

Iowa law and the North Scott Community School District’s policy require that parents and/or custodians cause their children to attend school every day, all day. North Scott requires 180 days of attendance during the school year.

If you have questions regarding this letter, please contact your child’s school. If you have further questions about the compulsory school attendance law, please refer to School Board Policy, Code No. 501.3 or the Code of Iowa Chapter 299.

Sincerely,

Building Principal

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