

Date:

Address

Student's Name:

Teacher:

Number of Hours Absent:

Date Reached:

Course (HS Only)

Student attendance at () School is a top priority for all of us to encourage. There are many interactions which take place in class between teacher(s) and student(s) which cannot be made up when a child is absent. The State of Ohio is very adamant that school systems do everything in their power to ensure students attend school.

Your child has missed **30 consecutive hours without a legitimate excuse**. These absences meet the State definition of habitually truant. A student is considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 hours in a month or 72 or more hours in a school year.

Attendance laws require North Royalton City Schools to begin the implementation process to create an attendance intervention plan for you and your child to assist your family in improving school attendance.

A conference has been scheduled for (date) at (time) at (school). At this meeting, a plan will be created. Discussions will focus on improving school attendance and to outline the District's actions going forward should attendance not improve.

() School stresses each year the importance of good attendance, which ultimately leads to academic achievement. We ask that you report absences to the school office each day your child misses school, provide a note upon his/her return to school, as well as provide the appropriate medical documentation to the school for missed days due to medical reasons.

We appreciate your cooperation in this matter. If you have any questions, please call me at _____

Sincerely,