

## ATTENDANCE ALERT LETTER

September 8, 2016

Name  
Address  
City/State

Dear Parent/s Guardians of Student:

Pursuant to Minnesota law, an elementary student who misses three full days of school without a valid excuse is considered a “continuing truant.” School records indicate that your child has been absent without lawful excuse on **(dates missed)**. We have not received notice that any of these absences have been excused. In the event that there is a valid excuse for your child’s absences, you should notify the school immediately.

In Minnesota, the parent/guardian of a child is obligated to compel a child to attend school or face criminal prosecution under Minn. Stat. § 120A.34 (Compulsory Attendance Statute). It is your right to meet with school officials to discuss a possible solution to your child’s truancy. **(Name of school)** and the **(name of school district)** have a variety of alternative programs and services which may be made available to your son or daughter to help address the attendance program. It is our hope that you will contact the school to set up such a meeting.

Any additional absences may result in you and your child being subject to juvenile court proceedings under Chapter 260C, and potentially the dispositions listed in 260C.201.

Finally, we recommend that the parent/guardian of a truant student accompany the student to school and attend classes with the child for one day. Please feel free to contact the school to make arrangements for such a visit.

Please contact Assistant Principal **(Name)** if you have any questions or concerns about the contents of this letter. Please note that the contents of this letter are required pursuant to Minn. Stat. § 260A.03 and the letter serves as your legal notice of truancy.

Sincerely,

Name  
Title  
School Name  
Address  
City/State  
Phone number