

[SAMPLE NOTICE OF CONTINUING TRUANCY LETTER]
(SCHOOL LETTERHEAD)

<DATE>

<PARENT(S)/GUARDIAN(S) NAME>

<ADDRESS>

<CITY, MN, ZIP>

Dear Parent(s):

Our records show that your child, <CHILD'S NAME>, has missed < > days from school this year. (This notice is required by Minn. Stat. §120A.34.)

Under Minnesota law, children must go to school every day from the time they are enrolled until they are eighteen (18) years old, unless they are legally withdrawn at age 16 or 17. Absences may be excused because of illness, religious observance, family emergency, or funeral. All other absences are presumed to be unexcused. A student who has at least three unexcused absences from school for a full day in elementary school, or three or more class periods on three days if in middle school, junior high school or high school, is considered a “continuing truant” under the law. (Minn. Stat. §260A.02, Subd. 3.) A parent or guardian must compel the attendance of a child at school pursuant to Minn. Stat. §120A.22. Failure to meet this obligation may result in legal action.

Good attendance is essential for school achievement and success. **If your child is ill or has a valid excuse for the absence, you must notify the school.**

You can assist us by writing a note explaining your child’s absences and you may schedule a meeting with appropriate school personnel to discuss solutions to your child’s truancy. Possible solutions might include: your child’s participation in an attendance contract, referral to a community agency for counseling, tutoring, mediation, modification of your child’s schedule, educational assessments, accompanying your child to school and attending classes for one day, or referral of your child to alternative educational programs and services available in the district.

If your child continues to be truant, both a parent and child may be subject to juvenile court proceedings. If the child is referred to Juvenile Court for truancy (children age 12 and over), the child may be subject to a variety of court-ordered dispositions, including suspension, restriction or delay of the child’s driving privileges, pursuant to Minn. Stat. §260C.201.

If you have questions, please contact < > at <() >.

Sincerely,

<PRINCIPAL'S NAME>

School Principal