**[SAMPLE NOTICE OF CONTINUING TRUANCY LETTER]**

# (SCHOOL LETTERHEAD)

## <DATE>

|  |  |  |
| --- | --- | --- |
| <PARENT(S)/GUARDIAN(S) NAME> | | |
| <ADDRES | S> | |
| <CITY, MN, ZIP CODE | | P> |

Dear Parent(s):

Our records indicate your child, <CHILD'S NAME>, has <…..> unexcused absences this school year. (This notice is required by Minn. Stat. §120A.34.)

Minnesota law requires children to attend school every day from the time they are enrolled until they are eighteen years old, unless legally withdrawn by parent(s) or guardian(s) at age seventeen or older. Absences may be excused due to illness, religious observance, family emergency, or funeral. All other absences are presumed unexcused.

Minnesota law defines a child as “continuing truant” if, in a single school year, the child: (1) is in elementary school and is absent from school for three full days without a lawful excuse, or (2) is in middle school, junior high, or high school for three or more class periods on three days. (Minn. Stat. §260A.02, Subd. 3) A child’s parent(s) or legal guardian(s) is/are responsible for assuring their child’s school attendance. (Minn. Stat §120A.22. Subd. 1.) A child’s parent or legal guardian’s inability to meet this obligation may result in legal action. (Minn. Stat §120A.34.)

You must notify your child’s school if your child is ill or has another valid excuse for not attending school on any particular day. If your child accrues more unexcused absences, you and your child may be subject to juvenile protection proceedings. (Minn. Stat. §260C.007, Subd. 6(14)) Please contact your child’s school if you believe there is a mistake in your child’s attendance report.

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

Sincerely,

<PRINCIPAL'S NAME> School Principal