

Date

Dear Parents/Guardians:

On *(Date)* a letter was sent to you regarding *(First Name)*'s attendance at school.

The school has made many plans to help *(First Name)* come to school regularly. None of these plans have been successful as *(First Name)* is still not attending school on a daily basis.

The Public Schools Act states that as *(First Name)*'s parent/guardian you are responsible for making sure *(First Name)* comes to school daily. If you do not make sure this happens, you can be charged/prosecuted under this law.

School Attendance Officer

Copy to: Principal
Assistant Superintendent, Student Services