

Date

Parent's Address

Dear:

Please be advised that the official attendance records at ***** School indicate that (juvenile's name), a student at this school, has been inexcusably absent on the dates indicated on the attached attendance report. These unexcused absences are a violation of the regulations of the ***** District Board of Education, as well as a violation of the compulsory attendance statutes for the State of Kansas.

Under the laws of the State of Kansas, all students between the ages of seven and eighteen years (twenty-one for special education students) must be in regular and continuous attendance at school unless lawfully excused therefrom. The law in Kansas, (K.S.A. 72-1113) states that students are truant when they are inexcusably absent for three (3) consecutive school days, five (5) or more school days in one semester, or seven (7) days in a school year.

In accordance with the Kansas statutes, you are hereby advised that the next unexcused absence of (juvenile's name), beginning (first date after receipt of this letter), will result in a truancy referral being made to the Johnson County District Attorney.

The administration hopes that you will be able to make suitable and necessary adjustments in (juvenile's name) attendance pattern so that he/she may obtain the maximum benefits of the educational opportunities provided by the ***** School District.

Sincerely,

Title