

Sample 3rd Unexcused Absence/Tardy Notification Letter

[School District or School Letterhead]

[School Address]

[Date]

Dear Parent/Guardian of [Student Name],

We are writing out of concern for [Student Name]'s school attendance and your partnership is important. Consistent attendance is one of the strongest predictors of a student's success in school. Missing just a day or two each month can lead to academic challenges.

Why We're Reaching Out

Our records show that [Student Name] missed school or arrived late on the dates listed in the attached attendance record.

We are **required by Louisiana law** to provide a written notification when a student has accrued three unexcused absences or three unexcused tardies within a semester. This communication is to ensure you are aware of the consequences of additional unexcused absences or tardies. Cases of habitual absences and or tardiness are referred to the local juvenile or family court.

Getting back into the habit of daily attendance is very important. Going to school is an opportunity for your student to:

- engage in learning;
- connect with friends and teachers; and
- build routines that help promote life-long success.

We would like to partner with you to improve [Student Name]'s attendance.

Next Steps

Please contact [Name of School Official] at [School Phone Number] or [Email Address] within the next few days so that we can schedule a conference and begin collaborating on a plan. If available, we request that you provide any documentation for excused absences. If we do not hear from you, we will follow up directly. Thank you for your prompt attention to this matter and for your continued partnership in [Student Name]'s education.

Sincerely,

[Your Name]

[Your Title, e.g., Principal / Designee/Child Welfare and Attendance Officer]

[School Name]

If you have concerns about your child's attendance record or believe it is inaccurate, please contact the school at [school phone number and/or email].