

Sample Habitual/5th 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. [Student Name] has acquired [his/her] 5th unexcused absence or tardy this semester.

Why We're Reaching Out

Our records show that [Student Name] missed school or arrived late without a valid excuse on the dates listed in the attached attendance record. **Your child is now considered habitually absent or tardy.**

What Statute Requires

Per Louisiana RS 17:233, we are required to notify you that [Student Name] shall be reported to the local family or juvenile court as truant. If you have excuse documentation that has not been submitted, these should be turned in as soon as possible so our records can be updated.

The referenced statute also requires that the parent or legal guardian of a truant student shall ensure the student makes up missed school work through after-school tutoring, weekend make-up classes, or other remediation opportunities determined by the school until the student has caught up with missed school work.

Next Steps

Please contact [Name of School Official] at [School Phone Number] or [Email Address] within [Number] school days to schedule an attendance conference. At this meeting, we will develop an attendance plan for [Student Name]. Please bring any documentation for absences you believe should be excused. 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].

Reminder: Louisiana counts a student as truant after 5 unexcused absences or tardies within a single semester (R.S. 17:233). The semester count restarts in spring, but the school-year total above reflects the full year.