



[Date]

Greetings [School District OR School] Family,

We need your help! [STUDENT NAME]'s absences from school are concerning, and your partnership is critical. Students who miss just one or two days of school each month can fall seriously behind.

[STUDENT NAME] is now "truant" because [she/he/they] missed school (or was more than 30 minutes late) without a valid excuse on:

- Insert date of absence/tardy here
- Insert date of absence/tardy here
- Insert date of absence/tardy here

Being absent can lead to doing poorly in school. Students who miss many days of school are more likely to:

- Fail their classes
- Drop out from high school [For Elementary: Are unable to read at grade level]
- Have poor relationships with parents and teachers

**To help us support [Student Name]'s success and to ensure compliance with Louisiana law, we request that you provide any documentation for unexcused absences.**

We are required by Louisiana law to send you this letter and to warn you of the consequences of additional unexcused absences (see below). We also want to remind you we are here to help! Please remember that every absence matters and just a couple of days each month adds up. You are key to improving [STUDENT NAME]'s attendance. Please let us know how we can support you and your student in improving their attendance. Like you, we want to see [STUDENT NAME] succeed.

Sincerely,

Principal/Designee/CWA

**Louisiana Chronic Absence / Truancy Law R.S. 17:233** Cases of habitual absence and or tardiness are referred to juvenile or family court. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by the Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant. **A student shall be considered habitually absent or habitually tardy when:**

- Conditions continue to exist after all reasonable efforts to correct the conditions are exhausted.
- After the fifth unexcused absence or fifth unexcused tardy within any month.
- If a pattern of five absences is established.

If you have concerns about your child's attendance or if you believe our records are inaccurate, please contact the school at [school phone number and/or email].