

Notice of Truancy

Date: _____

Parent/Guardian
Address

Dear Mr. and Mrs. _____:

This letter is sent as notification that your child, _____, has been truant from school at least 5 times during the school year. A list of those absences without a valid excuse has been included with this letter.

Utah State Code (53A-11-101.7) requires that I direct you and your child to meet with me to discuss your child's truancies and cooperate with the school administration in securing regular attendance by your child. You may contact me for a meeting time by calling _____. Please respond within 5 working days.

Failure to respond to this notice may result in a "Habitual Truant Citation" which requires a referral of the matter to Juvenile Court. I look forward to hearing from you so that we can work together for the benefit of your child's education.

Sincerely,

School Official's name
School