



**CANYONS**  
School District

*Department of Responsive Services*  
BJ Weller, LCSW, Director  
801-826-5148 | bj.weller@canyonsdistrict.org  
9150 South 500 West, Sandy, UT 84070

**CANYONS SCHOOL DISTRICT  
NOTIFICATION OF TRUANCY ISSUES**

(9-11 unexcused absences or 27-33 tardies or any combination of the two totaling 9-11 unexcused absences)

Dear Parent/Guardian:

Date:

Earlier this school year as part of online registration, you received and signed a notification regarding Canyons School District and Utah State Law regarding Compulsory School Attendance for minors between six (6) and eighteen (18) years of age. Your student, \_\_\_\_\_, has missed a total of nine (9) unexcused days or class periods and has been tardy \_\_\_\_\_ times since the beginning of the school year. This letter constitutes Truancy Concern Letter #2 in the form of administrative notice.

School attendance is very important. While this may not seem significant at this point in time, if allowed to continue, this may affect your child's educational performance. Research supports that those students who miss less than five times per year are more successful in school. If there are circumstances prohibiting your child from attending school regularly, please contact \_\_\_\_\_, school administrator at the following phone number: \_\_\_\_\_ to discuss these attendance concerns. We would like to assist you in improving your child's school attendance. A tentative meeting has been scheduled for the following date and time. PLEASE CALL TO CONFIRM THIS MEETING DATE AND TIME.

DATE OF MEETING: \_\_\_\_\_  
TIME OF MEETING: \_\_\_\_\_  
LOCATION OF MEETING: \_\_\_\_\_

Please remember as parents, you have a legal responsibility to make sure your school-age children attend school regularly. Utah Code 53A-11-101.5 requires children between the age of six (6) and eighteen (18) to enroll and attend school. Please note: Canyons School District will, upon demonstration of continued attendance issues, refer the matter to the Department of Child and Family Services for educational neglect. We look forward to cooperatively work on improving your child, \_\_\_\_\_'s school attendance.

Sincerely,

School Administrator  
Canyons School District

CERTIFIED MAIL  
TRUANCY NOTIFICATION LETTER #2