



CANYONS SCHOOL DISTRICT NOTIFICATION OF ATTENDANCE ISSUES

(6-8 unexcused absences or 18-24 tardies or any combination of the two totaling 6-8 unexcused absences)

Dear Parent/Guardian:

Date:

Earlier this school year 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 _____ unexcused days or class periods and has been tardy _____ times since the beginning of the school year. **This letter constitutes Truancy Citation #1 in the form of an administrative notice.**

School attendance is very important. Every absence from school interferes with your child's opportunity to learn. 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.

Please remember as parents, you have a legal responsibility to make sure your school-age children attend school regularly. Under Utah law, you can be charged with a Class B Misdemeanor if you fail to assist the school in improving your child's attendance. Further, please note: Canyons School District will, upon demonstration of continued attendance issues, refer the matter to the Juvenile Court System.

We look forward to hearing from you within the next three (3) days to cooperatively work in improving your child, _____'s school attendance.

Sincerely,

School Administrator

REGULAR MAIL
NOTIFICATION LETTER #1

Please note: It is a Class B Misdemeanor for the parent of a school-age child to intentionally or recklessly fail to meet with the designated school authority to discuss your student's school attendance problem or fail to prevent your student from being absent without a valid excuse five (5) or more times during the remainder of the school year.
