



# CANYONS SCHOOL DISTRICT

## NOTICE OF COMPULSORY EDUCATION VIOLATION

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

Dear Parent/Guardian:

Date:

According to school records, \_\_\_\_\_, has now missed a total of \_\_\_\_\_ days or class periods since the beginning of this school year. It appears your child's attendance problem have not been resolved. Below is a narrative of the contacts (date and method) we have made in an effort to assist you in resolving your child's attendance issues:

- Telephone contact on \_\_\_\_\_
- Administrative Notice sent on \_\_\_\_\_
- Other interventions taken:

**Please be advised that under Utah law, this letter constitutes a Notice of Compulsory Education Violation (Letter #2) in the form of an administrative notice.** We hope you understand this is a serious attempt to resolve your child's attendance problem this year. Please contact the school within the next three (3) days to either confirm the scheduled meeting or to reschedule the administrative meeting to discuss your student's attendance issues. A tentative meeting has been scheduled for the following day and time. **PLEASE CONTACT THE SCHOOL TO CONFIRM THIS APPOINTMENT DATE AND TIME.**

DATE OF MEETING: \_\_\_\_\_

TIME OF MEETING: \_\_\_\_\_

LOCATION OF MEETING: \_\_\_\_\_

School attendance is not only important from an academic perspective but it is also a legal requirement. 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 the school administrator to schedule a meeting to discuss your student's attendance issues. **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.**

We would like to keep working with you and your student to assure regular attendance and school success. We appreciate your cooperation in assisting us in providing your child a quality education.

Sincerely,

Principal

CERTIFIED MAIL  
NOTIFICATION LETTER #2