**Sample Excessively Absent Written Notification for Families**

[Attendance officer may use this template as a written notification to the family of a student who is excessively absent. A student’s family must be notified in writing within seven days of the triggering absence. A district should consider the best form of communication when providing this notification to the family. Examples of written notification may include a mailed letter, an email, or a text message. Items identified in **bold** should be replaced with specific student and school details. A copy of the student’s attendance report should be included with the letter. This notification can be used on district/school letterhead. District policy should be considered when providing additional information to this template.]

**Student A’s** regular attendance at **Name of School** is a top priority for us. We recognize that our families understand the importance of their child’s education but may face barriers when it comes to regular attendance. There are many interactions which take place in class between a teacher and student that cannot be made up when a child is absent.

Attached is **Student A’s** attendance report which shows **he/she** has missed **identify either 38 or more hours of school this month *or* 65 or more hours of school this year**. This report includes absences that have been identified as both excused and unexcused by the school. Ohio law specifies that a student is excessively absent with a nonmedical excuse or without legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year.

When a student is excessively absent, we are committed to helping **him/her** get back on track. We ask families to support us by ensuring their child attends school regularly. If your child must be absent, please report absences to the office by calling **School Number**. For any missed days due to medical reasons, please provide the appropriate medical documentation to the school.

We want to ensure **Student A** has all the resources available to **him/her** to attend school regularly, knowing regular attendance leads to increased academic achievement. If your family needs any additional support to help improve **Student A’s** attendance, please call me at **direct line with extension or school number** or email me at **email address**. We appreciate your support in helping **Student A** improve **his/her** attendance at school.

Sincerely,