**Sample Habitually Truant Written Notification for Families**

*A district should consider the best form of communication when providing this notification to the family. It can be a letter, email, text message, etc. Districts must make three good faith attempts to engage the family in the absence intervention team and this letter may serve as one way to engage the family. Items identified in* ***bold*** *should be replaced with specific student and school details. A copy of the attendance report should also be included with the notification. 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 all. We recognize our families understand the importance of their child’s education but may face ongoing barriers when it comes to regular attendance. We want to work directly with our families to overcome attendance barriers and develop a plan that will help **Student A** attend school regularly.

Attached is **Student A’s** attendance report identifies that **he/she** has missed **identify 30 consecutive hours without a legitimate excuse *or* 42 hours in a month without a legitimate excuse *or* 72 hours in a year without a legitimate excuse**. In Ohio, a student is considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 total hours in a month or 72 or more hours in a school year. When this triggering absence occurs, **Name of School** collaborates with the student and their family to create a plan to identify attendance barriers and provide supports that will help improve student attendance.

**Contact Person** will contact you to schedule a conference with you and **Student A.** During this conference, we will create an absence intervention plan to improve attendance and outline the district’s responsibilities and supports. **Name of School** views improving student attendance as a collaborative effort, and it is important you are a part of our discussion. Your input in the plan will help us understand how we can support **Student A’s** needs to ensure **he/she** can attend school consistently in the future.

As we begin our process to implement our attendance plan, it is important that **Student A** attends school on a regular basis. Please feel free to call me at **direct line or school number with extension** or email me at **email address**. We appreciate your support in helping **Student A** in **his/her** future successes.

Sincerely,