Camino Pablo Elementary
1111 Camino Pablo
Moraga, CA 94556
Tel (925)376-4435 Fax (925) 376-6749

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[Date]_____

Re: First Notification of Truancy

Dear Parent/Guardian:

Our records indicate that your child, **[NAME OF STUDENT]**, was absent for more than 30 minutes on 3 or more days without a valid excuse. When a student is absent without a valid excuse, the student is considered truant according to the California Education Code.

The California Education Code, Section 48260, requires parent notification when a student is absent from school without a valid excuse for more than 30 minutes on each of three days in one school year.

If you believe there is an error in attendance records, please contact me at your earliest convenience.

Upon a student's initial classification as a truant, the school district is required to notify you, the student's parent/guardian, of the following (Education Code Section 48260.5):

1. That the student is truant.
2. That the parent/guardian is obligated to compel the attendance of the student at school.
3. That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.
4. Alternative educational programs available in the district.
5. The right to meet with appropriate school personnel to discuss solutions to the student's truancy. (Added Statutes, 1983, Chapter 498)
6. The student may be subject to arrest under Education Code Section 48264.
7. The pupil may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code Section 13202.7.
8. That it is recommended that the parent or guardian accompany the student to school and attend classes with the pupil for one day (Added Statutes, 1983, Chapter 498)

If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school attendance clerk. Absences or excessive tardiness for any reason affect your child's education and reduce opportunities for success in school. Tardiness also interrupts instruction and interfere with the learning environment for all pupils. If the school attendance record is inaccurate, please inform the school attendance clerk.

If your child's attendance does not improve, we will need to schedule a conference to discuss the situation. We would like to understand the barriers to your child's attendance and discuss how we can work together to make sure your child is in class and learning.

Our goal is to assist you in educating your child. We can be successful if your child is in school every day and on time.

Sincerely,

Chris Reddam
Principal - Camino Pablo Elementary

Attachment: Copy of Attendance Record
cc: Cumulative folder/student's teacher(s)

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[Date]_____

Re: Second Notification of Truancy

Dear Parent/Guardian:

This **SECOND LETTER** is to inform you that your child**, [NAME OF STUDENT],** continues to have an attendance problem.

(See attached attendance report)

An appointment has been made for you and your child to meet with **[NAME]** to consider a proper plan for correcting this issue. If this appointment time and date does not work for you please contact the office to arrange an alternative.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

Date_____

Time _____

Location _____

Labor Code Section 230.8 requires certain employers to allow employees to attend school conferences.

Failure to appear will result in a referral for further action.

For unexcused absence or tardies:

Education Code Section 48261—Subsequent Report of Truancy. Any pupil who has been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

Students with unexcused absences may be assigned weekend school to make up work missed during regular attendance (*Education Code* Section 37223).

We appreciate your cooperation.

Sincerely,

Chris Reddam
Principal - Camino Pablo Elementary

Attachment: Copy of Attendance Record
cc: Cumulative folder/student's teacher(s)

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[Date]_____

Re: Third Notification of Truancy

Dear Parent/Guardian:

You were last notified of your child's truancy on _____. This third notice informs you that your child, **[NAME OF STUDENT]**, is now considered a habitual truant.

(See attached attendance report)

> ***Education Code*** **Section 48262—Habitual Truant**: Any pupil deemed an habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself after filing of either of the reports required of ***Education Code*** **Section 48260 or 48261.**

The school has attempted to work with you to solve your child's attendance problems. These attempts have been unsuccessful. It will now be **mandatory** for you and your child to attend a School Attendance Review Board (SARB) meeting.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

Date_____

Time _____

Location _____

You and your child are required to attend this conference **(*Education Code* Section 48321.5)**. Failure to attend may result in a referral to the District Attorney's Office or law enforcement. If you have any questions regarding this meeting, you may contact **[NAME]** at **[PHONE NUMBER].**

We appreciate your cooperation.

Sincerely,

Chris Reddam
Principal - Camino Pablo Elementary

Attachment: Copy of Attendance Record
cc: Cumulative folder/student's teacher(s)