

Student \_\_\_\_\_  
Grade: \_\_\_\_\_  
Birthdate: \_\_\_\_\_

Parent/Guardian of \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Dear Parent/Guardian of \_\_\_\_\_,

In Columbus City Schools, our goal is for each student to reach their full potential; to continue education, serve in the military, go to college, start a business, and enter the workforce as a life-long learner. Daily attendance is a key part of reaching that potential.

Excessive absences are defined as 38 or more hours in a month, 65 or more hours in a year. Based on Ohio Law, your child's absences have been defined as excessive. With this in mind, the State of Ohio Truancy Law now requires this letter to be sent to inform you that your child has met or exceeded these limits.

If your child's attendance meets any of the criteria outlined above, a team will be created to draft an attendance success plan. You are a vital part of this team, and will be invited to a meeting at the school to draft this plan. After completion and monitoring of the plan, if attendance improves, you and your student will avoid truancy being filed with the Franklin County Juvenile Court and/or an educational neglect referral to Franklin County Children Services.'

Please remember: If your child must be absent due to illness, be sure to notify the school. We accept parent-written notes or calls for up to nine absences. If you have questions or concerns, please do not hesitate to contact the school.

Sincerely,

\_\_\_\_\_  
Principal

- Should a complaint be filed and your child be adjudicated as habitual truant, the Court has a variety of dispositions it may impose, including placing the child in the temporary custody of Children Services, imposing a period of probation, imposing community service, ordering the student to attend an alternative school and/or placing the student on house arrest. Furthermore, a complaint may also be filed against you for failing to send your child to school or alleging your contribution to the delinquency of a minor. Should you be convicted, possible penalties include fines, required participation in a parental education program, incarceration, or any combination of these penalties.

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Parent/Guardian of \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Dear Parent/Guardian of \_\_\_\_\_,

An Absence Intervention Team meeting has been scheduled to review current attendance for your child.

\_\_\_\_\_ has unexcused absences totaling 30 or more consecutive hours (about 4.5 days), 42 or more total hours in one school month, or 72 or more total hours in this school year.

You are invited to be a part of this team to help draft an attendance success plan for your child. This team includes individuals who care about your child's success.

The goal of the team meeting is to design a plan to assist students and families in improving school attendance and promoting academic success.

The meeting is scheduled for:

\_\_\_\_\_ (Date and time)

\_\_\_\_\_ (Location)

Please plan to attend this meeting, as your support is IMPORTANT to this process. If you are unable to attend, you may send someone on your behalf.

If you have any questions or concerns, please contact me at: (614)365-\_\_\_\_\_.

Sincerely,

\_\_\_\_\_