**Sample Habitually Truant Written Notification for Families**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_,

**Student A’s** regular attendance at **Name of School** is very important. We know our families understand the importance of their child’s education and may face ongoing barriers to regular attendance. We need to work with you to develop a plan that will help **Student A** attend school regularly.

Attached is **Student A’s** full attendance report for this school year which shows that they have **30 consecutive unexcused hours or 42 unexcused hours in a month *or* 72 unexcused hours this year.** In Ohio, this means a student is considered habitually truant, so we collaborate with the student and family to create an absence intervention plan to identify attendance barriers and provide supports that will help improve student attendance. It is important you are a part of our discussion because your input in the plan will help us understand how we can best support **Student A’s** needs.

**Contact Person** will contact you to schedule a conference with you and **Student A.**

Please feel free to call me at **direct line or school number with extension** or email me at **email address** with any questions before or after our conference. I look forward to working with you to support your student.

Sincerely,