

School Letterhead

(Attendance Letter - 10 Day)

Date

Re: Student:
Grade:
Date of Birth:
Days Absent:

Parent/Guardian
Mailing Address
City, State, Zip

Dear Parent/Guardian:

It is the intent of the Colleton County School District to provide a sound educational program for the children in our county. In order for a student to participate fully in the learning process, regular attendance is necessary. Our district policy is set in accordance with the South Carolina Compulsory Attendance Law which states that all children between the ages of five (5) and seventeen (17) must attend school. This law places responsibility on the parents or guardian to insure that this law is complied with or risk court action being taken.

We are hereby notifying you that your child has developed a serious attendance problem, which needs your immediate attention. Therefore, we are requesting that you call our office to verify receipt of this letter. Failure to respond to this letter could result in a referral to the South Carolina Department of Social Services for possible educational neglect or South Carolina Department of Juvenile Justice for possible legal action to be taken.

Please be assured that every attempt will be made to assist you and your child with any problems that exist. Your prompt reply is anticipated concerning this matter. Please call the school's Attendance Clerk at **(School's Telephone Number)** as soon as possible to prevent any further action being taken.

Sincerely,

School Principal Name