

Date \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_

Re: Absences From School Of

\_\_\_\_\_  
(Name of Student)

Dear Parent/Guardian:

**CONFERENCE NOTICE**

Our school's student attendance records indicate that the student named above has had at least 5 unexcused absences, or absences for which the reason is unknown, within a calendar month, or has had at least 10 unexcused absences, or absences for which the reason is unknown, within a 90-calendar-day period.

Florida law requires our staff representatives to meet with you in order for us to try to remedy this non-attendance problem. Therefore, you are requested to attend a Student Service Team Conference which has been scheduled as follows:

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Your participation in this conference is essential, and there may be consequences that affect both you and the student if you do not attend. If you have any questions concerning this matter, please contact

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**HABITUALLY TRUANT NOTICE**

Our school's student attendance records indicate that the student named above has had at least 15 unexcused absences, or absences for which the reason is unknown, within a 90-calendar-day period. Under Florida law, the student is considered to be habitually truant.

The student is being referred to a Child In Need of Service (CINS) Community Based Counselor. You will be contacted by the counselor. A CINS Staffing Committee, after review of the student's circumstances, may recommend that a CINS Truancy Petition be filed with the Circuit Court of the 16<sup>th</sup> Judicial Circuit. If you have any questions concerning this matter, please contact:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please do not ignore the above notice. Certain consequences, including court proceedings, may result if you are not responsive.

Sincerely,

\_\_\_\_\_  
(Signature)