

# of Unexcused Days Absent	Notification
0	Compulsory Education Information: notice included in online registration and in other publications sent to community and patrons.
3-5	Parent Phone Call or Email – Teacher will call parent indicating student has missed 3-5 days of school and document date of communication in Skyward. Teacher will inquire if the student is doing okay, express concern, and ask what the school can do to support the student making up work and not falling behind.
5-7	Notification of Attendance Issue Letter 1 - Office Staff will call parent explaining that the student has missed six days of school and reminding the parent of the importance of regular school attendance. Office Staff will document date of communication in Skyward. Office Staff will send Notification of Attendance Issue Letter 1 through regular mail and document date of communication in Skyward.
9-11	<p>Notice of Compulsory Education Violation Letter 2 - Administrator will identify a date, time, and location to meet with parents. Office Staff will send Notice of Compulsory Education Violation Letter 2 through regular mail and document the date sent in Skyward. Office Staff will send a copy of letter to Suzanne Ren via district mail. Suzanne Ren will send letter through certified mail. Administrator will document meeting summary and date in Skyward.</p> <p>If parents do not show up for scheduled meeting, Office Staff will send Administrative Meeting No Show Letter to Suzanne Ren. Suzanne Ren will send letter through certified mail.</p>
12	Habitual Truancy Citation Letter 3 - Office Staff will send Habitual Truancy Citation Letter 3 through regular mail and document the date sent in Skyward. Office Staff will send a copy of letter to Suzanne Ren via district mail. Suzanne Ren will send letter through certified mail.