

School LOGO

(Parent/Guardian Name)
(Address)

(Date)

Dear Parent/Guardian of (Student Name),

We realize every student has unique needs and it sometimes takes time to address barriers to attendance and how to add support. Unfortunately, due to continued absences, we are now required to file a Truancy Petition with the Juvenile Court. We want to assure you that even though this legal process is beyond our control, we remain committed to supporting your student and providing resources. Your student is a valued member of our school community.

For your reference, your student's attendance record to date is:

()unexcused/()excused = ()% of the school year.

{{{You should be receiving notice from Juvenile Court soon regarding next steps.

OR,

You and your student are invited to a Community Engagement Board (CEB): () at () am/pm.

If you cannot attend, please contact () to reschedule. Virtual options are available if in-person attendance is not possible.

The purpose of the CEB meeting is to bring together you, your student, and the school to address any obstacles to attendance and explore additional ways to provide assistance. Some of the possible recommendations that may arise from the meeting include:

- Adjustments to the schedule/academic program.
- Additional academic assistance.
- Access to community resources for student/family support.

While this CEB is mandatory due to RCW, we view this as another opportunity to further support your student's success.}}

It is crucial that you understand our school policies and procedures, as well as Washington State Law, regarding attendance. For more information, please see the back of this page to learn more about RCWs, and/or our Student Handbook located on our website: (school/district website)

If you have any questions or concerns, please do not hesitate to contact [enter school administrator's or CEB coordinator contact information]. We are here to support you and your student through this process.

Sincerely,

(Principal Name)
(Principal Signature)

Why is attendance important? Research shows:

- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with a bully or facing some other potentially serious difficulty.
- Missing 10 percent (just two days a month or about 18 days in a year) increases the chance that your student will not read or master math at the same level as their peers.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

[RCW 28A.225.010](#)

The state law for mandatory attendance, called the Becca Bill, requires children from age 8-17 to attend a public school, private school, or a district approved home school program. Children who are under 7 years old are not required to be enrolled in school, *however*, once a child is enrolled after the age of 5, the student must attend full-time. To learn more, visit: (school website or OSPI)

Why are we notifying you? This summary is not intended to capture the full details of the law; please refer to the RCWs for the full extent of the requirements.

- Between 2 and 7 unexcused cumulative absences in a school year- Our school needs to take data-informed steps to eliminate or reduce student absences. RCW 28A.225.020
- Not later than the 7th unexcused absence in a month- Our school shall do one of the following:
 - Enter into an agreement with the student and parent establishing attendance requirements, OR
 - Refer student to a Community Engagement Board (CEB), OR
 - File petition under subsection (1) of RCW 28A.225.030
- After 7 unexcused absences in a 30-day period and not later than 15 cumulative in a school year - File truancy petition with Juvenile Court. RCW 28A.225.035
- After fifteen excused absences within a school year, District Policy requires a conference to be held with the guardian/student to establish an academic plan and attendance requirements. Each absence after fifteen absences will be considered unexcused without principal approval.