*Board of Education*

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Notice of Truancy

(Date)

(Parent/Guardian)

(Address)

(City, State Zip)

Dear (Parent/Guardian):

It has come to our attention that (Student Name) has excessive unexcused absences (Number of unexcused absences greater than 5) from (School Name) School. Several interventions have been attempted; however, the truancy pattern of your child has not changed significantly at this time.

Utah State Code [53A-11-101.7] specifies:

(1) Except as provided in Section **53A-11-102** or **53A-11-102.5**, a school-age minor who is enrolled in a public school shall attend the public school in which the school-age minor is enrolled.

(2) A local school board, local charter board, or school district may impose administrative penalties on a school-age minor in accordance with Section [**53A-11-911**](https://le.utah.gov/~2017/bills/static/HB0239.html#53a-11-911) who is truant.

(3) A local school board or charter governing board:

(a) may authorize a school administrator, a designee of a school administrator, a law enforcement officer acting as a school resource officer, or a truancy specialist to issue notices of truancy to school-age minors who are at least 12 years old; and

(b) shall establish a procedure for a school-age minor, or the school-age minor's parents, to contest a notice of truancy.

(4) The notice of truancy described in Subsection (3):

(a) may not be issued until the school-age minor has been truant at least five times during the school year.

(b) may not be issued to a school-age minor who is less than 12 years old;

(c) may not be issued to a minor exempt from school attendance as provided in Section [**53A-11-102**](http://le.utah.gov/UtahCode/SectionLookup.jsp?section=53a-11-102&session=2017GS)**or**[**53A-11-102.5**](http://le.utah.gov/UtahCode/SectionLookup.jsp?section=53a-11-102.5&session=2017GS)

(d) shall direct the school-age minor and the parent of the school-age minor to:

(i) meet with school authorities to discuss the school-age minor's truancies; and

(ii) cooperate with the school board, local charter board, or school district in securing regular attendance by the school-age minor; and

(d) shall be mailed to, or served on, the school-age minor's parent.

Please contact the school within the next 5 school days to create a plan to prevent further truancies. To contest this notice please refer to district policy 007.0900 Due Process for Students.

Sincerely

(Principal Name)