Date

**SAMPLE**

**Regular Attendance (3)**

**2nd Notification of 3 Letters**

Parent/Guardian Name

Address

City, State, Zip

Re: **3rd Notice of Attendance**

Dear Parent/Guardian Name

This is my third letter to you concerning \_\_\_(Name)\_\_\_\_\_\_\_\_\_\_\_\_\_attendance this school year. I previously explained to you that if \_\_\_\_(Name)\_\_\_\_\_\_attendance did not improve, we would refer his/her name to the Regional Office of Education Truancy Outreach Program. In the interest of the educational well-being of \_\_\_(Name)\_\_\_\_\_\_ we are formally referring him/her at this time.

If you have any questions, please feel free to contact me at \_(Phone number)\_\_\_\_\_\_\_\_.

Respectfully,

Principal