

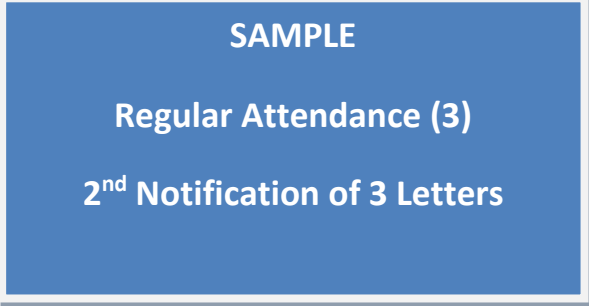
Date

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