



# San Diego Unified School District

## RE: NOTICE OF TRUANCY CLASSIFICATION

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

GRADE: \_\_\_\_\_

Dear Parent/Guardian:

San Diego Unified School District believes that regular and timely attendance plays a critical role in student success. In accordance with the California State Department of Education, we are mandated to notify parents/guardians if a student’s attendance record shows three unexcused absences, three tardies of over thirty minutes, or a combination of both. If school records reflect this, the student must legally be classified as a truant per California Education Code 48260. Our school records currently show that your child has accumulated three unexcused absences or 30-minute tardies and is now classified as a truant student.

We want to work more closely with you on finding ways to improve your child’s attendance. The California Education Code 48260.5 requires that we provide you with the following information once during the current school year. In some instances, the information may not apply to your child. The consequences outlined below only apply to habitual truants who continue to have serious, consistent attendance problems, and have not worked with the school to address poor attendance:

California State law (Education Code Sections 48200, 48260(a) and 48260.5) requires a parent/guardian to have his/her child attend school daily until the age of 18 unless he/she has an excused absence, i.e., verifiably ill, medical appointments, or justifiable family or personal emergency. Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution (Educational Code 48260.5). Students who do not attend school regularly may be subject to prosecution under Section 48264 of the Education Code. If applicable, your child may also have his/her driving privileges suspended, restricted, or delayed.

You have the right to meet with appropriate school personnel to discuss solutions to your child’s poor attendance. In addition, it is recommended that you accompany your child to school and attend classes with him/her for one day (Education Code Section 48269.5). There are school, community, and district alternative programs available to help address your child’s needs. After-school or weekend study programs may be assigned to help recover missed learning time. Some schools are generating early morning phone calls to students via Connect-ED as a way to help them get up and to school on time. This can be an option for your child, too.

Let’s work together to give your child every opportunity to succeed in school. Please contact the counselor or administrator of «School» at «School\_Phone» to review «Student\_First\_Name» «Student\_Last\_Name»’s attendance.

Sincerely,

San Diego Unified School District