

**SAMPLE LETTER**

An appropriate format of this letter should be prepared on school letterhead, signed with an original signature of the principal or the principal's designee for attendance, and mailed to the parent. A copy of the letter should be placed in the student's educational record.

February XX, 2006

**FIRST NOTICE**

To the Parents of John Adams  
1116 Peer Road  
Zuni, Virginia 23898

Dear Mr. and Mrs. Adams:

Our records show that your child, John Adams, has accumulated \_\_\_\_\_ unexcused absences. If your child has violated the attendance policy and you claim extenuating or special circumstances for the absences, you may appeal to the principal. To appeal, you must write a letter to the principal and state the reasons why you want the provisions of the attendance policy reconsidered. Isle of Wight County Schools attendance policy follows:

*(Choose appropriate one)*

- *Elementary school students shall not be promoted to the next grade if unexcused absences from school total more than ten (10) days.*
- *Middle school students shall not be promoted to the next grade nor granted credit for a course if absences from school or from a high school credit class total more than ten (10) unexcused days.*
- *High school students shall not be granted credit for a course if unexcused absences from class total more than five (5) class periods.*

*A student at each school level may be assigned a disciplinary action for every three times he or she is tardy or has an early dismissal or a combination thereof.*

Attached is a copy of your child's Student Attendance Report. It lists the dates and reasons for unexcused absences reported to the school. Please contact me if you have questions. Thank you for your prompt attention to this matter.

Sincerely,

John Doe  
Principal

Issued: August 11, 1994  
Reissued: September 5, 1995  
Revised: May 11, 2006  
Revised: August 14, 2008

ISLE OF WIGHT COUNTY SCHOOLS

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**SECOND NOTICE**

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**FINAL NOTICE**

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