October 13, 2020

Ms. Star Sunshine

12345 Somewhere Rd

Yulee, Florida 32097

Dear Ms. Sunshine,

The compulsory school attendance law (Florida Statue 1003.21) requires all children from the age of six (6) until the age of sixteen (16) to attend school on a regular basis. The law states that parents/guardians are responsible for their child's school attendance.

It has been brought to my attention that your child, Susie Sunshine, has accumulated 5 unexcused absences in a 30 calendar-day period. Therefore, I am required by state law to give you written notice of his/her attendance record and schedule a conference to resolve the lack of attendance.

The Child Intervention Team at Name of School invites you to meet with them to discuss specific strategies to resolve the lack of attendance. Please contact the school to schedule a meeting by calling (904) Phone Number of school

School districts are responsible for enforcing the provisions of the compulsory school attendance law. We will be working with you to provide your child with optimal opportunities for learning. Thank you for your cooperation in the important initiative.

Sincerely,

Supervisor’s Secretary Attendance

Cc: Student Cumulative Record Child Intervention Team

Mailed √ or Sent Home with Student Date:

Initials of Sender: AMP