

**PARENT NOTIFICATION OF FAILURE TO CARRY OUT STEPS
AGREED TO AT CONFERENCE**

Your child has continued his/her unexcused absences from school, despite my previous letters and attempts to help solve this problem. Apparently, you have failed to carry out the steps you agreed to at the conference on _____ [date of conference]. The District has taken the following steps in an attempt to solve this problem:

[list previous letters and unilateral steps taken by the District to eliminate the cause or causes for the unexcused absences, including, e.g., course or scheduling changes]

No plan to eliminate your child's truancy can succeed without your active participation. As I indicated previously in my letter of _____ [date of first letter] you are legally responsible for your child's attendance in school. You can be fined \$25.00 per day or community service for each day of unexcused absence. If your child's unexcused absences reach seven within a month or ten within a school year, the District will file a petition with the juvenile court asking it to assume jurisdiction of this matter.

Sincerely,

Principal

Sent Certified Mail

c: File—Parent Notification of Failure to Carry Out Steps Agreed to at Conference