

**FOUR-DAY ABSENCE PARENT NOTIFICATION
SPECIAL EDUCATION**

Date _____

TO: PARENT OR GUARDIAN OF _____ [child's full name]

The purpose of this letter is to inform you that your student has been absent four (4) times in one or more classes. (Note: Classes missed because of suspensions or school-sponsored activities will be deducted from the total number of days absent.) Having regular attendance and arriving at school on time are important.

Our goal is to have each student attend school every day possible during the school year. We are concerned that your student has been absent four times in one or more classes and ask that you assist us in encouraging prompt and regular attendance.

The data showing your student's attendance is attached. If you have questions regarding attendance, please call the Ferndale High School (insert phone number) between 7:30 a.m. and 4:00 p.m. to arrange a time to discuss his/her attendance with the Individual Education Program (IEP) teacher.

Definitions

Absent -----Not in class

Tardy-----Late to class

Excused-----Written note or telephone call from parent/guardian

Suspended -----Removed from class for disciplinary and/or attendance
reasons

Attachment