



CANYONS SCHOOL DISTRICT
ADMINISTRATIVE MEETING NO-SHOW LETTER

Dear Parent/Guardian:

Date:

Earlier this school year you received and signed a notification regarding Canyons School District and Utah State Law regarding Compulsory School Attendance for minors between six (6) and eighteen (18) years of age. Your child, _____ has missed the following number of days (unexcused absences) and or the following number of tardies.

Number of Unexcused Absences: _____

Number of Tardies: _____

In an effort to assist you in improving your child's school attendance, the following interventions were made on your child's behalf:

Further, a meeting was scheduled for you to meet with the school administrator to discuss your child's attendance issues. The particulars of said meeting are listed below:

DATE OF MEETING: _____

TIME OF MEETING: _____

LOCATION OF MEETING: _____

Unfortunately, you failed to attend this meeting. Please remember as parents, you have a legal responsibility to make sure your school-age children attend school regularly. Under Utah law, you can be charged with a Class B Misdemeanor if you fail to assist the school in improving your child's attendance. Further, please note: Canyons School District will, upon demonstration of continued attendance issues, refer the matter to the Juvenile Court System. Your failure to attend the scheduled meeting will become part of your child's attendance file.

We are giving you the opportunity to reschedule this meeting. Please contact the school administrator to reschedule this meeting.

Name of Administrator: _____

Telephone: _____

Sincerely,

School Administrator

CERTIFIED MAIL
NO SHOW LETTER