



CANYONS
School District

Department of Responsive Services
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**CANYONS SCHOOL DISTRICT
NOTIFICATION OF TRUANCY ISSUES**

(6-8 unexcused absences or 18-24 tardies or any combination of the two totaling 6-8 unexcused absences)

Dear Parent/Guardian:

Date:

Earlier this school year as part of online registration, 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 student, _____, has missed a total of _____ unexcused days or class periods and has been tardy _____ times since the beginning of the school year. This letter constitutes Truancy Concern Letter #1 in the form of administrative notice.

School attendance is very important. While this may not seem significant at this point in time, if allowed to continue, this may affect your child's educational performance. Research supports that those students who miss less than five times per year are more successful in school. If there are circumstances prohibiting your child from attending school regularly, please contact _____, school administrator at the following phone number: _____ to discuss these attendance concerns. We would like to assist you in improving your child's school attendance.

Please remember as parents, you have a legal responsibility to make sure your school-age children attend school regularly. Utah Code 53A-11-101.5 requires children between the age of six (6) and eighteen (18) to enroll and attend school. Please note: Canyons School District will, upon demonstration of continued attendance issues, refer the matter to the Department of Child and Family Services for educational neglect.

We look forward to hearing from you within the next three (3) days to cooperatively work on improving your child, _____'s school attendance.

Sincerely,

School Administrator
Canyons School District

REGULAR MAIL
TRUANCY NOTIFICATION LETTER #1