

Dear Parent/Guardian:

This letter is informing you that your son/daughter has (7) or more excused class periods this semester in
The school process in this matter is as follows:

- ◆ Parents/guardians are expected to immediately contact the appropriate grade level secretary if there is a question about attendance.
- ◆ At (7) excused absences, this letter is sent home to parents/guardians.
- ◆ The limit for each class is 10 excused absences. Any absence past 10 requires administrative approval. If administrative approval is not obtained the absence remains unexcused.

NOTE: If a student reaches (5) unexcused absences in the same class in a semester, the student loses credit and must appeal for reinstatement of the credit. The student is expected to continue attending class with the appeal process happening at the end of the semester. Please continue to support your child's attendance in all of his/her classes.

Attendance is the key to student success. Our goal is to work with you and your son or daughter to ensure that success. If you have any questions regarding your child's absence, please contact the grade level secretary at the numbers listed below.

Sincerely,

Paula Hoff, Assistant Principal
952.928.6110

Shirley Carlson, Grades 9 & 12
952.928.6101

Pat Petersen, Grades 10 & 11
952.928.6102