

Re:

Dear Parent/Guardian:

This letter is informing you that your son/daughter has (3) or more unexcused class periods this semester in

Minnesota law requires every child up to eighteen years of age to attend school each day. A student who reaches (7) unexcused absences (either full or partial days) is in violation of the Minnesota Compulsory Attendance Law. The school process in this matter is as follows:

- ◆ For each absence that has not been excused by a parent/guardian by the end of the following school day after which the absence occurs, the student's absence remains unexcused.
- ◆ At (3) unexcused absences, this letter is sent home to parents/guardians.
- ◆ At (5) unexcused absences, the student will lose credit for the class and be placed on academic probation and expected to begin the appeal for the credit. The student is expected to attend the class for the remainder of the semester and the appeal will be decided at the end of the semester.
- ◆ At (7) unexcused absences, the school may refer the student to Hennepin county court for truancy, which as stated above, is a violation of the Minnesota Compulsory Attendance Law.



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