

Plainfield Community Consolidated School District 202

We prepare learners for the future.

Date

To the Parent/Guardian of
Name
Street Address
City State Zip

Dear Parent/Guardian:

We are attempting to establish regular attendance patterns in our students. Research shows there is a direct relationship between regular attendance, punctuality, and school success. There is no substitute to actual classroom instruction.

We realize that your child's absences may have valid cause, and communication may have been made to the attendance office, however, Illinois School Code requires a school district to notify a parent of their child's attendance record. Chronic Absenteeism, according to State Laws on Attendance, is defined as 5% of the previous 180 school days (9) without valid cause. In a collaborative effort to promote consistency in your student's attendance, the following interventions may be utilized (but not limited to): attendance contracts, social probation, truancy tickets, and being dropped from classes.

Our attendance records indicate <First name last name> has accumulated <#> days of absence during the current school year.

This letter is to notify you that your student has accumulated a total of 8 or more days in the current school year.

The School Laws are very specific as to a parent's responsibility to ensure regular school attendance. However, for your child to obtain the maximum benefit from his/her educational experience, it must be a joint responsibility between you, your child and the school.

If these absences have been the result of a chronic illness, injury or hospitalization, please contact the nurse's office so that appropriate documentation can be filed with the nurse and the attendance office. If this is not the case, the following steps will be initiated to promote student attendance.

Medical: You will be required to provide a doctor's note for each additional absence, due to illness, unless previously arranged with the dean or school nurse. If documentation is not received within 24 hours after returning to school, the absence will be **unexcused**, which may result in the teacher not accepting any makeup work for the absence. **The doctor's excuse should include the following:**

- The dates covered by the note
- The nature of the illness that caused the absence
- Any information our nurse should be made aware of in terms of treatment, medication or other medical precautions.)

Non-Medical: Your child will be required to provide documentation for non-medical absences unless previously arranged with the dean or other school official. Any absences without this will also be **unexcused**.

This letter is to inform you that your student has accumulated a total of 15 or more days and is under the age of 17.

If your child's absences continue without documentation, it is our responsibility, based on Compulsory Attendance Laws, to refer your child to the Will County Attendance/Truancy Caseworker. Students may be placed on attendance contracts who have acquired this many absences. Students continuing to miss school are in jeopardy of being dropped from classes based on their contract and days missed. Please contact your student's dean for clarification.

This letter is to inform you that your student has accumulated a total of 18 or more absences and is under the age of 17. A referral may be made to the Will County Attendance/Truancy Caseworker. You will be contacted by your student's dean as to the steps that will follow. Students may be dropped from classes and tickets for truancy may be issued by the Plainfield Police Department.

Feel free to contact the school if you have questions or would like to discuss this information. We would like to work together to ensure your child receives every possible educational opportunity by improving the current attendance rate.

Sincerely,

<<Name_of_Dean>>, Dean of Students

cc: District 202 Attendance Officer Dawn Lambert School Nurse Attendance Dean Counselor Social Worker