



Today's date: _____

To the parents/guardians of _____;

According to Wisconsin State Law, Statute 118.15 and Red Cliff Code of Laws Section 33.3.2, five (5) or more unexcused absences constitutes habitual truancy.

This is your first notice of truancy.

- At this time, your child has missed all or part of _____ unexcused days of school this semester. I would like to meet with you to discuss this problem. I have scheduled a meeting for you and your child on _____ at _____ am/pm. If this time does not work for you, please call and reschedule. If attending a meeting is not possible for you, please call me and we can have a phone conference. We need to discuss strategies that could possibly help your child avoid further truancy. We will examine your child's curriculum, possible social problems, and/or possible learning problems to determine if these areas are a cause for his/her truancy.

This is your second notice of truancy.

- At this time, your child has missed all or part of _____ unexcused days of school this semester. I have previously scheduled a meeting with you to discuss your students unexcused absences.
- You attended the meeting and we discussed the problem.
 - You called in and we discussed the problem in a phone conference.
 - You did not attend the meeting or participate in a phone conference.

This is your third notice of truancy.

- At this time, your child has missed all or part of _____ unexcused days of school this semester. In addition to this notice your child may be issued a citation and the matter will be referred to Bayfield County or the Red Cliff Tribal Court.

Please Note: This is the _____ third notice of truancy and _____ citation.

The time your child misses from school has a great impact on his/her learning. Learning is an interactive process and absence obviously diminishes the amount of interaction that your child receives which in turn diminishes his/her education.

It is imperative that your child attend school without further unexcused absence.

Sincerely,

Jeffrey Gordon
6-12 Dean of Students
School District of Bayfield

APPROVED: April 22, 2013

300 North Fourth Street
Bayfield, Wisconsin 54814

Dr. David Aslyn, District Administrator
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