



{Date}

{Parent Name}

{Address}

{Washington, DC} {zip code}

Re: {Student's Name, School Name (Grade)}

Dear {Parent's Name},

This letter is notification that {School Name} reported to the Office of the State Superintendent of Education (OSSE) that {Student's Name}, {Grade} student at {School Name}, has accumulated ten (10) unexcused absences and is now considered chronically truant.

OSSE believes that preventing truancy is a shared responsibility between the state education agency, local school districts, parents, students and community members. As a follow up to the notification that was mailed to you from {School Name} and the Metropolitan Police Department (MPD), OSSE would like to help by providing a Truancy Prevention Guide that contains critical information about attendance and truancy.

The Truancy Prevention Guide provides:

1. An explanation of the District's laws and regulations related to absenteeism and truancy.
2. Information on what a parent or legal guardian can do to prevent truancy.
3. The common causes and consequences of truancy.
4. Contact information for intervention and referral services available to District parents, legal guardians, and students that address the common causes of truancy and its prevention.

If you have specific questions about your child's attendance, please contact {School Name}'s Attendance Counselor. For more information on the Truancy Prevention Guide or attendance related laws, please contact osse.truancyprevention@dc.gov.

Sincerely,

Iris Bond-Gill

Interim Assistant Superintendent of Elementary and Secondary Education