

Date Here

Dear

The laws of the State of Arkansas and the Board of Education of the Fort Smith Public Schools recognize that regular school attendance is extremely important.

According to our records, your child _____, has been absent two (2) unexcused days during the current semester. This represents half of the total number of absences in a semester allowed by state law and applicable Board Policy. Under the law, parents and guardians of school age children have the responsibility to require prompt, regular school attendance.

If your child misses four (4) unexcused days or more, the district has the right to file a petition with the prosecuting attorney and request the appropriate legal action necessary to improve school attendance.

You are asked to contact the school before 10:00 a.m. on any day your child is absent. If you are unable to call, we ask that you send a note to the school explaining the reason for the absence on the first day the student returns to school.

It is our desire to help you and keep you informed about your child's attendance. If you have any questions, please call me at _____.

Sincerely,

Principal

pc: Social Worker, Counselor

TO:

FROM:

DATE:

RE: 4th Unexcused Day Notification

Student Name_____Date of Birth_____Grade_____
has missed four (4) unexcused days of school during the current semester. This student's
absentees now exceed the allowable under district policy and state law. The parents were
notified, as required, when the student missed two (2) days.

Enclosed you will find a copy of the Attendance Records.

PARENT/GUARDIAN _____

ADDRESS _____

TELEPHONE (HOME) _____

(WORK) _____

(EMERGENCY) _____