



INDIANA MATH AND SCIENCE ACADEMY SOUTH

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Notification of Truancy or Excessive Absences

Parent's Name: _____ Date: _____

Student's Name: _____ Grade: _____

Address: _____

Dear Parent/Guardian:

This **LETTER** is to inform you that your child has an attendance problem.

Number of Unexcused Absences _____

Number of Excused Absences _____

TOTAL _____

1. The School Attendance Review Team (SART) has received a referral on behalf of your child, regarding excessive excused and unexcused absences, and/or tardies.
2. An appointment has been made for you and your child to meet with SART to consider a proper plan for correcting this problem.
3. One or both parent (s) or guardian (s) are/ is requested to attend. Please bring your child.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

DATE _____

TIME _____

LOCATION _____

Failure to appear will result in a referral for further action.

For future unexcused absence or tardies: **Any student who has been reported as a truant and who is again absent from school without a valid excuse one or more days or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the principal and the prosecutor's office.**

IMSA SOUTH HANDBOOK: 6.3.a For K-8 School Students: *IMSA reserves the right to consider retention of any K-8 school student, no matter what the child's performance, based on 24 excused/unexcused absences (including suspensions) per school year.*

We appreciate your cooperation in being prompt for your appointment.

School Administration: _____

Attachment: Copy of Attendance Record

cc: Student file