

**sample**

## FIRST NOTICE OF TRUANCY

Date:

Certified/Restricted Mail

Re: Notice of student's status as Habitual Truant

D.O.B. \_\_\_\_\_

Dear \_\_\_\_\_:

As the attendance officer at Tri-County High School, I am writing this letter to you to inform you of the truancy laws for the State of Wisconsin. Our records indicate that your child's absenteeism and/or tardies make your child a candidate for truancy.

Please be advised that on numerous dates (see attached attendance printout), your child was absent from school for part or all of the day. Pursuant to Wisconsin Statutes, Section 118.15, as \_\_\_\_\_'s parent/guardian, you are required to make \_\_\_\_\_ attend school regularly during the full period and hours that school is in session, until he reaches the age of 18. If you fail to require \_\_\_\_\_ to attend school on a regular basis, you can be held civilly and/or criminally liable. If in fact a medical difficulty persists and has necessitated the number of absences, a medical excuse must be provided by a physician.

You should be aware that as a parent/guardian of a habitually truant student, you could be prosecuted under Wisconsin State Statute 984.45. If you are found guilty of this misdemeanor charge, you may be fined not more than \$500.00 or imprisoned not more than 30 days or both. In addition under Waushara County Ordinance, you could be ordered to attend counseling at your own cost, attend school with your child, pay for counseling for your child, pay a \$500.00 forfeiture and possibly pay court costs.

Following is the State Compulsory Attendance Law:

Wisconsin Statutes, Section 118.15, Compulsory School Attendance. (1) (a) Except as provided under paras. (b) to (d) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age." 3(c) states #1 "The school board shall require a child excused under this paragraph to complete any course work missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph."

Please also understand that pursuant to Section 118.16 (5), a penalty (penalties) may be imposed by the courts on the parent/guardian/legal custodian of the habitual truant if he/she fails to cause the child to attend school regularly as required under Section 118.15 (1) (a) as stated below:

"Wisconsin Statutes, Section 118.16 (5), (a) Except as provided under par. (b) or if a person has been found guilty of a misdemeanor under s. 947.16, whoever violates this section may be fined not more than \$500.00 or imprisoned more than 30 days or both after evidence has been provided by the school attendance officer that the activities under s. 118.16 (5) have been completed. In a prosecution, under this paragraph, if the defendant proves that he or she is unable to comply with the law because of the disobedience of the child, the action shall be dismissed and the child shall be referred to the court assigned to exercise jurisdiction under ch. 48."

The success of your child in school is directly related to his/her attendance and the working relationship between the home and the school. Please help us resolve this difficulty and continue working toward providing your child with the quality education that Tri-County has to offer.

It is our hope that this matter can be resolved at our meeting and that we will not have to refer this matter to juvenile court or issue a citation. Please feel free to call me if you have any questions.

If I can in any way provide assistance, please call me at 335-6366 ex 4910. Thank you for your cooperation in this important matter.

\_\_\_\_\_ 7-12 Principal

cc: \_\_\_\_\_, Police/Liaison Officer  
Student File