

**sample**

## Second NOTICE OF TRUANCY

Date:

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

As the attendance officer at Tri-County High School, I am writing this second letter to inform you of your child's attendance issue. Our records indicate your child has \_\_\_\_\_ full and partial day absences in our system. **This indicates your child is considered truant by Wisconsin Statute, Section 118.15, Compulsory School Attendance.**

\_\_\_\_\_, Police Liaison Officer, and I would like to set up a meeting time with you regarding your children's truancy on \_\_\_\_\_ at \_\_\_\_\_. If we do not hear from you by \_\_\_\_\_, we will have no choice but to proceed with court action to eliminate the problem of truancy.

Please call me at (715) 335-6366 ext 4910 to set up an appointment.

Sincerely,

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

Enclosures: Student Absence Information from Handbook  
State Compulsory Attendance Law

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