

**Sample**

Date:

Dear

As attendance officers at the Tri-County Elementary School, we are writing this second letter to inform you of your child's absenteeism. Our records indicate your child has ( ) absences and ( ) tardies in our system. **This means your child is a candidate for truancy by Wisconsin Statutes, Section 118.15, Compulsory School Attendance.**

Sergeant Fenske and I would like to set up a meeting time with you regarding your child's truancy. If we do not hear from you by \_\_\_\_\_, we will have no choice but to follow state law and proceed with court action to eliminate the problem of truancy.

Please call the Tri-County Elementary at (715) 335-6366 ext.2910 to set up an appointment.

Sincerely,  
Sergeant Fenske, School Police Liaison  
Shawn Jepson, K-6 Principal