



NOTICE OF UNLAWFUL ABSENCES

Date: _____

To: _____
(Parent/Guardian/Custodian)

From: _____
(School Principal, School)

RE: _____
(Student)

Pursuant to Mississippi Code 37-13-91, a parent, guardian or custodian of a compulsory-school-age child in this state shall cause the child to enroll in and attend a public school or legitimate school days or within five (5) calendar days, whichever is less, the absences to the school attendance officers.

Good school attendance and promptness to classes are extremely important matters to the Jackson Public School District. Time on task is essential if students are to succeed in their educational efforts, which can be hindered by recurrent absences. Our records show that your child has accumulated twelve (12) unlawful absences. Please be reminded that in order for an absence to be excused, you must submit written documentation to the proper school official on the day your child returns to school. Due to the fact that no written documentation was presented, the absences have been recorded as unexcused. We would like to schedule a conference to discuss this matter in detail and identify ways to improve your child's attendance; therefore, please contact us

District School Attendance Policy has been included for your review.

Thank you for your immediate attention to this matter.

Sincerely,

School Principal