

Salt Lake City School District

S – 4 Form (See Policy and Administrative Procedures)

Title: Student Attendance and Exemption from School

Index: S = Student Policies

Parent Notification of Compulsory Education

Because of the Salt Lake City School District's commitment to quality education, we are concerned when a child misses school for any reason. The process of education requires a continuity of instruction, class participation, learning experience, and study. Frequent absences of students from day-to-day classroom experiences disrupt the educational and the instructional process.

Utah Compulsory Attendance Laws (Utah Code 53A-11-101-105) require that every school age child (ages 6-18) be enrolled in school and attend regularly. Parents and students are responsible for regular attendance. Students may be excused from school attendance for valid and legitimate reasons: illness, medical appointment, family emergencies, death of family member or close friend, observance of religious holidays, and family activity or travel (approved and arranged in advance with principal).

A note to the school explaining your student's absence is required each day your student misses school.

In the Salt Lake City School District:

1. After eight (8) or more days of EXCUSED absences (or equivalent class periods) within one school year, the principal may require a doctor's note to excuse subsequent absences.
2. After five (5) or more days of UNEXCUSED absences (or equivalent class periods) within a school year, a First Truancy Notification and Citation will be issued requesting parent's help with their student's attendance.
3. After ten (10) or more days of UNEXCUSED absences (or equivalent class periods) within a school year, a Second Truancy Notification and Citation will be issued. Parents must schedule a conference with school officials to attempt to resolve the student's attendance issues.
4. A student is considered to be "habitually truant" when he/she has received two or more truancy citations within a school year.
5. After fifteen (15) or more days of UNEXCUSED absences (or equivalent class periods) within a school year, a Third Truancy Notification and Citation and Notice of Pre-Court Hearing will be issued requiring an appearance at a pre-court hearing. Parents or guardians with student under the age of 12, including school information, may be referred to Salt Lake County District Attorney. Students older than 12 years of age, including school information, may be referred, to the Third District Juvenile Court.

To appeal a truancy citation, submit the appeal in writing to the Student Services Committee (SSC) at the school where your child is enrolled. Appeals must be submitted to the SSC within 15 days of the date the citation was issued. Refer to Board Policy S – 4 and S – 4 Administrative Procedures.

If you have questions about your child's attendance, including excused and unexcused absences, please contact the school where your child is enrolled. Your support and cooperation are appreciated.

Reviewed on 2/1/2010

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First Truancy Notification and Citation

School Letterhead

Date:

To the parent or guardian of:

At the time of your student's registration in the Salt Lake City School District, you received information that explains Utah's compulsory education school attendance requirements.

Since registration, your student has five (5) or more unexcused absences from school. Frequent absences of students from day-to-day classroom experiences disrupt the educational and instructional process.

Regular school attendance is required by state law. Please make sure that your student attends school every day and is on time. In the event that your student's school attendance problem cannot be resolved by our mutual efforts, the district is required to take further action.

If you believe that you received this notice in error or if you have any questions, please contact the school office.

School Administrator:

Signature

Your student is charged with violation of Utah Code §53A-11-101 through 105, Compulsory Education Requirements and USOE Administrative Rule R277-607. This letter serves as notification that a Truancy Citation was served upon the juvenile and/or parent/guardian according to state law.

Reviewed on 2/1/2010

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Second Truancy Notification and Citation

School Letterhead

Date:

To the parents and guardian of:

At the time of your student's registration in the Salt Lake City School District, you received information that explains Utah's compulsory education school attendance requirements.

As a result of five or more unexcused absences earlier in the year, a First Truancy Citation and Notice was issued to your student.

Your student has ten (10) or more unexcused absences from school since registration. Regular school attendance is required by state law. In the event that your student's school attendance problem cannot be resolved, the district is required to take further action. If your student continues to be habitually truant, the district may refer the case to the district attorney or juvenile court.

Please call the school and make an appointment to discuss your child's absences so that we can work together to resolve this problem.

If you believe that you received this notice in error or if you have any questions, please contact the school office.

School Administrator:

Signature

Your student is charged with violation of Utah Code §53A-11-101 through 105, Compulsory Education Requirements and USOE Administrative Rule R277-607. This letter serves as notification that a Truancy Citation was served upon the juvenile and /or parent/guardian according to state law.

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Third Truancy Notification and Citation

School Letterhead

Date:

To the parent or guardian of:

As a result of your student’s fifteen (15) days or more of unexcused absence from school, you are required to attend a pre-court hearing.

Date: _____

Time: _____

Place: Salt Lake City School District Office
440 East, 100 South, Salt Lake City, Utah

At this time, you may provide documentation of your student’s absences. You will have an opportunity to work with us to resolve the problem. Failure to appear at this hearing may result in a referral to the district attorney or juvenile court. Refusal to respond to this notice is a Class B misdemeanor.

If you have questions, please contact _____ at your student’s school.

School Administrator

Signature

Your student is charged with violation of Utah Code 53A-11-101 through 105, Compulsory Education Requirements and USOE Administrative Rule R277-607. This letter serves as notification that a Truancy Citation was served upon the juvenile and/or parent/guardian according to state law.

Reviewed on 2/1/2010