

WARREN COUNTY SCHOOLS		NOTICE OF EXCESSIVE ABSENCES/TARDIES			
TO- Parent/Guardian Name:		FROM- School Name:			
Street Address:		Teacher:			
City:                      State:                      Zip Code:		Student Name:		Student Number:	
Home Phone:                      Work Phone:		Student's DOB:	Grade:	EC Category:	
		Age:	Race:	Gender:	

Date: \_\_\_\_\_

Dear Parent/Guardian:

1. This letter is to notify you that your son/daughter has accumulated:

\_\_\_\_\_ tardies from \_\_\_\_\_ class.  
 \_\_\_\_\_ tardies from school.  
 \_\_\_\_\_ absences from \_\_\_\_\_ class.  
 \_\_\_\_\_ absences from school.

2. We are making you aware of this information because \_\_\_\_\_

\_\_\_\_\_

3. The above situation(s) violates the following State Law and/or School Board Policy or Regulation:

- Compulsory Attendance Law, Article 26, Part 1, Sections 115C-378 to -383
- Policy 4400, Attendance
- Other Policy or Regulation: \_\_\_\_\_

These policies and regulations can be found in your Student and/or Parent Handbooks.

If we can assist you with this situation, please contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  Principal     Assistant Principal

Original: Parent

Copy: \_\_\_\_\_Principal

SS-110

Revised 09/16/09