

MONROE SCHOOL DISTRICT #1J
365 North 5th Street
Monroe, OR 97456 541/847-6292

Superintendent's Notice of Compulsory Attendance Noncompliance

Date _____

Parent(s)/Guardian _____

Address _____

Dear _____,

(Parent/Guardian)

According to school district records, you were notified by the district's attendance supervisor on (date) that your student, (name) , has [failed to enroll in school] [failed to maintain regular school attendance] as required by Oregon compulsory attendance laws.

Your student was required to appear in school no later than the next school day following your receipt of that notice and maintain regular attendance for the remainder of the school year. School district records indicate your student continues to be absent from school.

The superintendent may issue a citation for your continued violation of Oregon's compulsory attendance law.

A student is required to regularly attend a full-time school. Failure to send the student to school and to maintain the student in regular attendance is a Class C violation. A citation for such compulsory attendance violations may result in a court fine.

You (choose one) [did not request an evaluation of your student's individualized education program (IEP), or request a review of your student's current IEP.] [requested an evaluation to determine if your student should have an individualized education program (IEP).] [requested a review of an existing IEP for your student and the requested evaluation or review was completed on _____date.]

In accordance with law, you and your student are required to attend a conference with (designated school official) on (date) at (time) to discuss:

1. Oregon's compulsory attendance law and your student's attendance record;
2. The reasons for your noncompliance;
3. The development of a plan for improvement;
4. Resources available to help your student be successful in school, referrals to other agencies as may be needed and such alternative education information as may be required by law;
5. Any questions you may have concerning the potential consequences for continued noncompliance with Oregon's compulsory attendance law, as set forth above and as provided in Board student conduct and truancy policies.

Failure to attend this conference or failure to send your student to school and to maintain your student in regular school attendance following this conference will result in the issuance of a citation to you, as provided by law.

If you have questions, please contact my office at 541-847-6292.

Sincerely,

Superintendent

c: Principal