

MONROE SCHOOL DISTRICT #1J

365 North 5th Street

Monroe, OR 97456 541/847-6292

Attendance Supervisor's Irregular Attendance Notice

Date _____

Parent(s)/Guardian _____

Address _____

Dear _____,

(Parent/Guardian)

A determination has been made that your student, _____ (Student's Name) _____, is not maintaining regular attendance as required by ORS 339.065.

Regular attendance is defined by Oregon law as attendance which does not include more than eight unexcused one-half day absences or the equivalent in any four-week period school is in session.

According to school attendance records, your student has had unexcused absences from school _____ days on the following dates: _____.

You are hereby notified that you must send your student to school no later than the next school day following receipt of this notice and maintain your student in regular attendance for the remainder of the school year.

Please be advised that failure to comply with Oregon's compulsory attendance law is a Class C violation and may result in a compulsory attendance citation and complaint issued by the superintendent and a fine by a court.

You may request an evaluation to determine if your student should have an individualized education program (IEP), or request a review of your student's current IEP.

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

Sincerely,

Superintendent

c: Principal