

Appendix A

<Day>,< Date>

To the parents or guardians of <Student's Name>

<Address>

<Address>

<Mr. and or Mrs.>:

I am writing to inform you that <Student's name> has a total of six undocumented attendance infractions. The six undocumented attendance infractions include:

- <Number> Undocumented Absences,
- <Number> Undocumented Tardies ,
- <Number> Undocumented Early Departures.

When a student misses school, even for just a few minutes each day, important instructional time is lost forever. The effect of lost instructional time can be cumulative, especially when frequent absences occur close together.

I know that you share our desire to have your child achieve the highest level of personal success, both in school and beyond, and am sure that you realize that punctual, consistent, and complete attendance is one of those life skills that, when engrained early, can tip the scales of success in favor of your child.

We understand that children are sometimes legitimately sick or that families may occasionally get a late start in the morning. The national average is five or six missed days per school year. Please help your child and support us by making sure that s/he gets to school on time and attends regularly.

Please review the Riverview Community Schools Attendance policy at <http://www.riverviewschools.com> .

As always, feel free to call me if you have questions or concerns.

Sincerely,

Principal

Appendix B

<Day>,< Date>

To the parents or guardians of <Student's Name>

<Address>

<Address>

<Mr. and or Mrs.>:

I am writing to inform you that <Student's name> has a total of ten undocumented attendance infractions. The ten undocumented attendance infractions include:

- <Number> Undocumented Absences,
- <Number> Undocumented Tardies ,
- <Number> Undocumented Early Departures.

Michigan law requires that a parent or legal guardian must ensure that their minor child between the age of six (6) and sixteen (16) is in school for the full time school is in session, unless otherwise legally excused pursuant to MCL380.1561 (3). Additional undocumented infractions will place you in violation of Riverview Ordinance Subpart A, Chapter 38, Article IX, Division 1, Sec 38-371, and Sec 38-378, and will result in a referral to the Riverview Police Department.

We are willing to work with you and to assist you in correcting your child's attendance problem. You are required to contact this school office within 24 hours of receipt of this letter if you are able to provide acceptable documentation that may reduce the number of unexcused attendance infractions for your child, and we will update our records accordingly.

Please help your child and support us by making sure that s/he gets to school on time and attends regularly. A copy of this letter will be placed in the student's file (CA-60). Please review the Riverview Community Schools Attendance policy at <http://www.riverviewschools.com> .

As always, feel free to call me if you have questions or concerns.

Sincerely,

Principal

CC: CA-60

Appendix C

<Day>,< Date>

To the parents or guardians of <Student's Name>

<Address>

<Address>

<Mr. and or Mrs.>:

I am writing to inform you that <Student's name> has exceeded the acceptable number of undocumented attendance infractions. The total undocumented attendance infractions include:

- <Number> Undocumented Absences,
- <Number> Undocumented Tardies ,
- <Number> Undocumented Early Departures.

Our previous attempts to correct <Student's name>'s attendance infractions have not resulted in continuous and consecutive attendance as required by Riverview Ordinance Subpart A, Chapter 38, Article IX, Division 1, Sec 38-371, and Sec 38-378. You have therefore been referred to the Riverview Police Department for violation of this ordinance.

You are hereby notified that your child is to begin regular and consecutive attendance at the start of school on the morning following receipt of this notice. You are further notified that your child must be in regular and consecutive attendance during the remainder of this year. A copy of this letter will be placed in the student's file (CA-60).

As always, feel free to call me if you have questions or concerns.

Sincerely,

Principal

Attachment: Detailed Student Attendance Record

CC: CA-60