



# Leonard Elementary

4401 Tallman  
Troy MI 48085  
Phone: (248)823-3300

Erica Rolack  
*Principal*

To the Parents of  
  
Troy, MI 48085

Feb \*\*, 2016

This letter has been electronically generated with the purpose of informing you of NAME's attendance record.

NAME has been absent 0 days and tardy 0 times since the beginning of the school year. The Troy School District has joined in partnership with 27 school districts in Oakland County and Oakland Schools to develop the Early Truancy Intervention Protocol which promotes regular attendance. The protocol was developed to improve a student's attendance through a school/student/parent partnership by following the guidelines below:

- 1. After the tenth absence/tardy, a letter will be sent to the parent/guardian.**
- 2.** After the fifteenth absence/tardy, a letter will be sent to the parent/guardian.
- 3.** After the twentieth absence/tardy, a letter will be sent to the parent/guardian and a meeting with the principal may be required to develop an attendance action plan. Please call your child's building principal at (248)823-3300 to set up an appointment.
- 4.** After the twenty-fifth absence/tardy, a letter will be sent to the parent/guardian and a referral may be made to the Troy Youth Assistance and a meeting with the principal will be required to modify the attendance action plan. Please call your child's building principal at (248)823-3300.
- 5.** After the thirtieth absence/tardy, a letter will be sent to the parent/guardian and the Oakland Schools truancy officer may be contacted which may initiate a court referral.

Michigan has a school compulsory attendance law (MCL 380.1561) which requires parents, guardians or others in charge of a child between the ages 6-18 to send the child to school. We certainly realize, that medical concerns need to be given special consideration. Appropriate medical documentation should be provided to the office. If there are school or family issues preventing NAME from being in school, please contact me immediately at (248)823-3300. Thank you in advance for your consideration as we work together to improve NAME's attendance.

*Erica Rolack*  
Principal

Absence Date	AM	PM

Absence Date	AM	PM

Absence Date	AM	PM

A = Absent T=Tardy