

## SAMPLE LETTER TO PARENTS

Dear Parents,

This letter has been sent to inform you that according to Ohio Revised Code Section 3321.13, a student may lose their driving privileges if the student:

1. withdraws from school and is no longer attending an approved program to obtain a diploma or its equivalent,
2. is habitually unexcused from school, or
3. has been suspended, expelled, removed or permanently excluded for a violation of the student code of conduct or board policy involving a firearm, knife, or other weapon or drugs or alcohol.

Pursuant to this statute and the policy of the Board of Education, the Superintendent is required to notify the Registrar of Motor Vehicles and the Juvenile Judge of such withdrawal, habitual absence or conduct violation.

As you may know, your child, \_\_\_\_\_, has been absent from school \_\_\_\_\_ days.

We are certain that you must be as concerned about this situation as we are. A conference is needed to discuss the matter. You may call \_\_\_\_\_ before \_\_\_\_\_ to schedule a meeting.

Sincerely,

(Superintendent or Designee)

[Adoption date: July 21, 1999]