

Dear Parents,

This letter has been sent to inform you that your son or daughter, \_\_\_\_\_ has been absent from school \_\_\_\_\_ days.

The Superintendent or his/her designee is required to notify the Registrar of Motor Vehicles and the Juvenile Judge of habitually unexcused students. Failure to attend school may result in the student's losing their driving privileges.

According to House Bill 204, a student may lose driving privileges if a student withdraws from school and is no longer attending an approved program to obtain a diploma or its equivalent or is habitually unexcused from school.

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,

Principal

[Adoption date: July 21, 1993]