

EXHIBIT

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TRUANCY/CHRONIC ABSENCES
Interventions for Student Absences

The following letter may be used for the students in need of intervention.

Dear _____:

This letter is to inform you that the School District has noted absences on the part of (student name) _____ that exceed established guidelines for school attendance.

Your child has missed a minimum of 10% of the classes or days of school and is in need of establishing conditions under which missing school can be remedied.

A representative of the school will meet with you to discuss methods of preventing future absences and to identify interventions that may ensure that your child will continue to receive an appropriate public education. Please make the time to attend the meeting. The following date and time has been established for the meeting. Please contact us by telephone or return mail to confirm our attendance at the time and location noted.

Date _____ Time _____

Location _____

If you have any questions, please contact me at _____

Sincerely,

The following letter may be used in alternative forms, one (1) for the students in need of intervention and one (1) for those habitually truant. Copy and remove the appropriate sentences to make the adjustment.

Dear _____:

(For students in need of intervention) This letter is to inform you that the School District has noted at least five (5) unexcused absences on the part of (student name) _____.

(For students habitually truant) This letter is to inform you that (student name) _____ has ten unexcused absences and is considered habitually

truant which if such absences continue may result in referral to the court system.

An unexcused absence is one that does not fall within the following:

- illness,
- bereavement,
- other family emergencies,
- observance of major religious holidays of the family's faith, or
- an absence that has been approved by school authorities.

An unexcused absence of two (2) or more classes up to fifty percent of an instructional day shall be counted as one-half day absent and an unexcused absence of more than fifty percent of an instructional day shall be counted as one full day.

A representative of the school would like to meet with you to discuss methods of preventing future unexcused absences and interventions that may ensure that your child will continue to receive an appropriate public education. Please make the time to attend a meeting. *(For students in need of intervention)* The following dates and times are available for the meeting. *(For habitually truant students)* The following dates and times have been established for the meeting. Please contact us by telephone or return mail to confirm the time and location.

Date _____ Time _____

Location _____

If you have any questions, please contact me at _____.

Sincerely,

GADSDEN INDEPENDENT SCHOOL DISTRICT

07/20/12