Please download and insert your letterhead and other information and delete this line.

*Date*

To the parent of:

*Student name*

*Address*

Dear Parent,

This is to inform you that our records indicate that *(student name)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is in violation of the compulsory attendance laws of the State of Florida. You must contact me within three (3) days after the signed receipt of this notice, so that steps can be taken to ensure that your child is in compliance with the compulsory attendance laws of the State of Florida and to avoid criminal prosecution through the Truancy Petition Process in the Circuit court of Alachua County. If our records are incorrect, you must contact our office at *(school office number)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

*Principal Name*

Cc: Donald Reed, Ph.D., Student Services/ESE Supervisor

Sylvester Brown, Middle/High Dropout Prevention

Rod Warner, Elementary Dropout Prevention

Terry Crews, Attendance Officer

James Franklin, Attendance Officer