

Appendix A: Sample Letter of Notice to Parent/Guardian

School Principal Name

School Name

Address

Date

Dear \_\_\_\_\_ :

I wish to inform you that our attendance records indicate that your child, \_\_\_\_\_, has accumulated a total of \_\_\_\_\_ absences from school. Our records also indicate that the school did NOT receive a valid excuse for \_\_\_\_\_ of these absences.

Under the terms of the State Compulsory Attendance Law, I am required to place you, the parent/guardian, on notice that you are in violation of the law if your child acquired 6 unexcused absences ([North Carolina General Statutes 115C-378](#)).

The law prescribes that a copy of this notice be directed to the school counselor who will contact you to offer assistance in resolving this problem.

Sincerely,

Principal