

September 30, 2013

Parent / Guardian:
Monty Student
1234 Montgomery Dr.
Skillman NJ 08558

Sample Letter

Dear Parent / Guardian,

According to our records, your child, Name, has 4 or more cumulative “unexcused absences” this year. Please see below for the list of dates we have recorded as unexcused absences: Dates -

The Montgomery Township Board of Education requires students enrolled in Montgomery Township schools to attend school regularly in accordance with the laws of the state. Parents are encouraged to work in partnership with their children and school to minimize excessive or unnecessary absenteeism.

An “excused absence” is a student’s absence from school for a full day or portion of a day for one or more of the following reasons:

- Personal illness (health care provider documentation)
- Professional appointments that cannot be scheduled during non-school hours (health care provider documentation)
- Court appearance (court notice to appear)
- Family illness or death
- New Jersey state approved religious holidays pursuant to NJSA 18A:36-14
- Where appropriate, when consistent with Individualized Education Programs
- Suspension from school
- An absence for a reason not listed above, but deemed excused by a school administrator in charge of attendance, upon a written request by the student’s parent/guardian stating the reason for the absence and requesting permission for the absence to be an excused absence.

Excused Absences are still lost instructional days and may impact the students’ academic standing. Every effort should be made to ensure students attend as many of the 180 school days as possible.

If you have any questions, please feel free to contact the school. Thank you for your cooperation.

Sincerely,
Lower Middle School Administrator