

Policy Board Reference JBE

Letter #3, Truancy Advisory

TRUANCY ADVISORY

Date

Name
Address

Re: Student:
ID#:

Dear _____:

School officials are required by Kansas law (KSA 72-1113) to send a truancy report to the Secretary of Kansas Social and Rehabilitation Services (SRS) or to the District Attorney if a student has been absent from school without a valid excuse for three days in a row, or five days within a semester, or seven days within a school year.

According to our records, _____ has had _____ unexcused absences from school during the current school year. This letter serves as your notice that the matter will be referred to the Secretary of SRS or the District Attorney unless you provide a valid reason why the child was absent. The principal is responsible for determining whether the absence is excused or unexcused.

Please contact the principal within three school days from the date of this letter to discuss the reasons for the unexcused absences. If based upon information provided in that discussion, the absences remain unexcused or if you fail to respond to this notice within the time limit indicated, the matter will be referred to the Secretary of SRS or the District Attorney with request that a "Child in Need of Care" Petition be filed.

Sincerely,