

TUCSON UNIFIED SCHOOL DISTRICT**{Merge School Name}**

{Merge School Address}

Tucson, Arizona {Merge School Zip}

Student Attendance Notification

{Merge Mailing Contact}

{Merge Mailing Address}

{Merge Mailing City}, {Merge Mailing State} {Merge Mailing Zip}

Dear {Merge Mailing Contact}:

RE: Student Name: {Merge Student Name} **Matric:** {Merge Student Matric} **Grade:** {Merge Student Grade}**Date:** {Merge Date}

This is to notify you that your child has accumulated a number of absences in the class(es) listed below, and may be in danger of losing credit. Regular, consistent attendance is directly related to successful student academic achievement. Each student's participation and presence during class discussion, lectures, explanations, group projects and viewing or listening to audiovisual materials is essential. It is impossible to gain the full significance of each class session through make-up work. **Therefore, school attendance is of the utmost importance and primarily the responsibility of the students and parents.**

The Tucson Unified School District Governing Board Policy/Regulation # JE states that {Merge School Name} will notify the student/parent if a student accumulates 3, 6 & 10 (excused & unexcused) absences. Telephone notifications of absences are made daily. Students should be absent only when necessary. Students need to be in class on a daily basis to achieve academic success. Absences due to school business, chronic illness or suspension are not counted in these absences. If your child has a chronic illness or an injury that causes extensive time away from school, please contact the attendance clerk/health office to provide documentation. Student absences are also posted to the online Parental Access Account daily.

Period	Total Unexcused Absences	Total Excused Absences	Total Tardies	Course	Teacher Name
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Insert something regarding who to contact for more information ...School phone number

At the 10th absence, student has lost credit for a semester class and at the 6th absence for a quarter class. The student should continue to attend the class and turn in work to improve his/her chances of having credit reinstated if an appeal is granted.

Students may appeal this loss of credit to the Appeals Committee at {Merge School Name} within 10 business days of the end of the semester. The appeal will be scheduled at the end of the credit period (quarter or semester). If the Appeals Committee determines that the student is deserving of credit (i.e. student has remained in class, completed homework and course work to standard) credit will be reinstated. The final decision will rest with the Committee. If the result of the class ends with a failing final grade, the student/parent may appeal the failing grade to the Governing Board.

Pursuant to A.R.S. §15-802(E), parents who do not ensure their child(ren) between the ages of 6 – 16 regularly attend school, may be held criminally liable.

Attendance Office

{Merge School Name}

(520) {Merge Attendance Phone Number}