**No Show**

To the Parent or Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

My name is [Your Name], and I serve as the Helping Families Case Officer for the Calhoun and Cleburne County District Attorney’s Office. I work with the truancy court program to help address school attendance concerns before they escalate.

According to school records, your child, enrolled at \_\_\_\_\_\_\_\_\_\_\_ School, has not attended at all this school year. As a result, all missed days are currently considered unexcused. Under Alabama law, a parent or guardian may face an arrest warrant if a student accumulates 7 or more unexcused absences.

We want to avoid any legal consequences and work with you to resolve this issue. If your child still resides in this school zone, they need to begin attending immediately. If you have moved to another district, please ensure the school receives proof of enrollment from the new school. If your child is enrolled in a virtual or homeschool program, documentation must also be submitted.

This matter is urgent and must be resolved right away. Please contact the school as soon as possible to update their records.

If you have any questions or need assistance, feel free to reach out.

Sincerely,

[Your Name]

Helping Families Case Officer

[Telephone Number}