<Date>

<Parent 1st Name> <Parent last Name>

Re: <Student Name>

<Address Line 1>, <Address Line 2>

<City,> <ST> <ZIP>

Dear <Parent 1st Name> <Parent last Name>,

The <School System> has reported that your child <Student Name> has been absent from school without an acceptable excuse at least seven (7) times this semester. That means that your child has reached the maximum allowable unexcused absences under the law.

Since your child’s absences continue to be at an unacceptable level, legal action is now a possibility and is being considered according to the Attendance Policies of the <<School System>>. You may contact your child’s School Attendance Officer to discuss the situation.

Failure to attend school as required by law (Alabama Code 16-28) is a serious matter. If you believe that this information is in error, contact your child's School Attendance Officer immediately.

Respectfully

District Attorney

<Circuit #>