December 3, 2015

Dear Parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This is to notify you that your child, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, is not attending school regularly and has had a minimum of five (5) unexcused absences. After five (5) unexcused absences, Florida Statutes require that an Attendance Intervention Team (AIT) meet with the parent/guardian in an attempt to identify the reasons for your child’s non-attendance and identify potential remedies. At this time, your child has \_\_\_\_\_\_\_\_\_\_ unexcused absences on file.

Additionally, Florida Statute 1003.24 states that each parent of a child within the compulsory attendance age is responsible for the child’s school attendance as required by law. The absence of a student from school is **prima facie** evidence of a violation of this section.

Florida Statute 1003.27 (7)(a) states that a parent who refuses or fails to have a minor student who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements in Subsection (3), commits a misdemeanor of the second degree, punishable as provided by law.

Please contact Ms. Tardif at 904-309-6840 x207 with any questions you may have concerning this matter. We will be happy to assist you in any way possible regarding your child’s school attendance.

Ms. Jennifer Tardif

School Counselor