

Student name _____ Date _____

This letter is to inform you that your son/daughter has been referred for attendance or discipline below.

Tardies (Less than 10 minutes late to class)

_____ 4 Tardies - Warning

_____ 6 Tardies - 30 minute lunch detention

_____ Lunch detentions will continue for every 2 tardies up to 16

_____ 16 Tardies - Half Day ISS

_____ 20 Tardies - Full Day ISS

_____ 25 Tardies - Referral to SAT, parent meeting, and possible alternative educational setting

Date(s) to serve _____ **Lunch A/B**

Truancy (More than 10 minutes late to class/Unexcused absence)

_____ 2 Unexcused Absent Days (or 16 missed classes) - Half day ISS

_____ 3 Unexcused Absent Days (or 24 missed classes) - One day ISS

_____ 4 Unexcused Absent Days (or 32 missed classes) - Additional day ISS

_____ 5 Unexcused Absent Days (or 40 missed classes) - Referral to SAT, parent meeting, and possible alternative educational setting

Date(s) to serve _____

Every student gets five excused absences at the discretion of their custodial guardian. After the five excused absences, all absences are unexcused unless the student has provided medical documentation within 10 days or absences have been approved per administration.

After a student has reached 10 days of unexcused absences or accumulated class periods, a parent meeting is required and an "Attendance Agreement" will be developed. Failure to meet the expectations set forth in the agreement and continued absenteeism may result in a referral for truancy to the Lee County Attorney per the Uniform Truancy Policy for Lee County, Iowa.

Failure to serve could result in loss of privilege to attend homecoming and/or prom.