



Appendix C (1)

Official Notice of Habitual Truancy

This letter is an official notice that your son/daughter _____ has been identified as a habitual truant. As defined by Wisconsin Statutes 118.16(1)(a), a habitual truant is a pupil who has been absent from school without an acceptable excuse for all or part of 5 days during a school semester.

_____ has been declared truant on the following dates and times:

Please also be aware that _____ or you may request program or curriculum modifications and that he/she may be eligible for the school's Children at Risk Program. In order to discuss these matters and to discuss the important educational consequences of _____'s chronic truancy problems, I request that you and your child meet with me, a guidance counselor, and possibly other personnel on the date of _____ at _____ School.

Please contact Associate Principal at 000-0000 to confirm this meeting.



It is important that you understand that we are referring this matter to the City Attorney and Police Department to ask for a hearing in Municipal Court. They will contact you in the near future. You should be aware that the court can impose the following penalties: Suspension of the child's operating privilege as defined in Section 340.01(40) Wisconsin Statutes; order the child to participate in counseling, community service, or a supervised work program under Section 48.23(9) Wisconsin Statutes; order the child to remain at home except during hours in which the child is attending religious worship or a school program, order the child to attend an educational program under 48.34(12). Additionally you should also be aware that the Municipal Court can impose a fine each time that _____ is truant in the future.

Sincerely,

Associate Principal

Cc: Superintendent

Police Liaison Officer

Counselor