October 6, 2017

To the Parents of:

**«First\_Name» «Last\_Name»**

**«Mailing\_Address»**

Re: **Community Truancy Board**

**Cause No: «Cause\_»**

**You and «First\_Name» «Last\_Name» are required to appear at a Community Truancy Board (CTB) meeting on**:

**(DATE HERE)**

**Name of School District Office**

**Address for Meeting**

You and your child’s participation at this meeting may prevent Truancy Court involvement and help your child stay on track to graduate. Community Truancy Boards (CTB) are a group of volunteers and a school district representative from your school district that want to substantially reduce the child’s unexcused absences and help keep kids out of court. The goal of this meeting is to work together in creating a plan to help reduce school attendance barriers and strengthen communication between the student, family and the school. Community resources referrals may be considered on a need basis.

In preparation for the meeting, please bring any information that you would like the board to consider that has affected your child’s attendance at school (i.e. doctor’s notes).

Thank you in advance for your active participation in the Community Truancy Board process and for arriving promptly.

Sincerely,

**Name of School Rep**

**Name of School District**

Enc: Truancy Petition

YOU MUST APPEAR FOR THIS MEETING. IF YOU DO NOT APPEAR,

THE COURT MAY SET A HEARING FOR WHICH YOU ARE REQUIRED TO APPEAR ON YOUR TRUANCY MATTER