SAMPLE LETTER

[DATE]

[ADDRESSEE]

RE: NOTICE OF INITIATING JUDICIAL PROCEEDINGS UNLESS the student, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, DOB: \_\_\_\_\_\_\_\_\_, COMPLIES WITH ATTENDANCE REQUIREMENTS OF STATE LAW BY \_\_\_\_\_\_\_\_ (DATE).

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter is to inform you that School District \_\_\_\_\_\_\_\_\_ is obligated to begin legal action against you and your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to compel attendance at school if you do not obey Colorado compulsory attendance laws. You are advised that Colorado Revised Statute 22-33-104 requires that every child between the ages of 6 and 17, unless excused, shall attend public schools for at least 172 days each school year. The statute also requires that every parent of a child between the ages of 6 and 17 shall ensure that their children attend school.

Under State of Colorado law and the School District’s policy, a child who has four (4) or more unexcused absences in any month or ten (10) or more unexcused absences during the school year is considered “habitually truant.” *See* C.R.S. §§ 22-33-104, -107. By reviewing the attendance data attached to this letter, you will see that your child is currently considered habitually truant by state law.

The School District will initiate a court action against you and your child to enforce the compulsory attendance laws unless your child [either immediately begins to attend school/begins to attend school on \_\_\_\_\_\_\_\_ and attends school each and every day school is in session or has a valid medical excuse approved by the school. The School District may initiate the court action five days after issuing this notice.

[Any other information the district wishes to include with regard to management of the matter should be included here.]

If you wish to discuss this matter further, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ immediately upon receipt of this letter.

Sincerely,