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’s compulsory attendance laws. You are advised that Colorado Revised Statute section 22-33-104 requires that every child between the ages of 6 and 17, unless excused, shall attend public school as follows:

* One thousand fifty-six hours (1,056) if a secondary school pupil;
* Nine hundred sixty-eight hours (968) if an elementary school pupil in a grade other than kindergarten;
* Nine hundred hours (900) if a full-day kindergarten pupil; or
* Four hundred fifty hours (450) if a half-day kindergarten pupil.

Every parent of a child between the ages of 6 and 17 is required to ensure that a child under the parent’s care and supervision attends school in accordance with this law.

Under Colorado law and this 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. § 22-33-102(3.5). 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,