

D.C. EVEREST AREA SCHOOL DISTRICT
6300 Alderson Street, Weston, Wisconsin 54476

To: Parent/Guardian

Date

Dear

The purpose of this letter is to provide you with written notice that our records indicate that thus far this semester _____ has maintained the following record of attendance.

_____	excused absences
_____	unexcused absences
_____	excused tardiness
_____	unexcused tardiness
_____	total days absent or tardy

Please be advised that your SON/DAUGHTER, NAME, was placed on in-school suspension today for being truant from school. Regular attendance is essential for learning to occur as well as a requirement of both local and state statutes.

Today we simply placed NAME on in-school suspension. We notified HIM/HER that the next time HE/SHE chooses to be absent from school without an acceptable excuse HE/SHE will given a citation as defined by the Village of Weston ordinance on truancy. We have enclosed a copy for your review.

We hope that NAME will make decisions in a mature manner that will save all of this unnecessary expense. Please familiarize yourself with all five enclosed pages. All of our responsibilities, school, parent and student are addressed.

This suspension applies to any after school activities which may occur during the specified time period. Also, as a result of this suspension, your child will not be allowed to attend school dances or any upcoming school assemblies for the remainder of the semester.

Close communication between home and school is essential in providing the best possible learning experiences for our students. If you would like to stop at my office and discuss this issue or any other item of concern, please do not hesitate to do so.

Sincerely,

Principal

cc: Student file
School Counselor

Enclosures: W.S.S. 118.15
W.S.S. 118.16
Policy #5113
Weston Truancy Ordinance

Exhibit Approved: 8/22/89
Exhibit Revised: 7/28/08
KAG:ems

SCHOOL BOARD
D.C. Everest Area School District
6300 Alderson Street
Weston, Wisconsin 54476