

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

To: (Parent/Guardian

Date

Dear

The purpose of this letter is to inform you 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

When a student has missed part of all of 5 or more days out of 10 consecutive days on which school is held during a school semester or part or all of 10 or more days on which school is held during a school semester, a referral to Marathon County Juvenile Court is required. Please see the enclosed Wisconsin Compulsory School Attendance law (118.16(1)). We need to meet with you now before this occurs.

The purpose of this conference is to determine strategies to ensure your child will attend school. I have scheduled the following conference with you

Date: _____
 Time: _____
 Location: _____
 School Contact: _____

If this is not a convenient time for the conference, please call _____ at _____ to arrange a time.

Sincerely,

Principal

cc: Student file
 School Counselor
 School Psychologist
 Marathon County Juvenile Court

Enclosures: W.S.S. 118.15 and 118.16
 Policy 5113

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

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