



Habitual Truancy Letter-**Certified**

11/20/2008

Dear Parent/Guardian of: **«student_name»** ID # **«ID»**

A habitual truant is a student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held, during a school semester, under Wisconsin State Statute §118.16. Your child has accumulated five (5) or more days of unexcused absences within the current school semester.

Wisconsin State Statute §118.15 holds the parent or guardian, who has under their control a child who is between the ages of six (6) and 18 years, responsible for causing the student to attend school regularly, full time, whenever school is in session, until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

Milwaukee Public Schools is concerned about your child's attendance problem. We must meet with you to determine how we can assist you in returning your child to regular school attendance.

A conference has been scheduled with **«admin»**, Administrator at Hamilton High School 6215 W. Warnimont Ave., on **«meeting_date»**, at **«meeting_time»**, to discuss the habitual truancy of your child, **«student_name»**. It is important that you and your child attend this meeting.

There are several options and services the school can offer you to assist in returning your child to regular school attendance. For example, you may request program or curriculum modifications for your child under Wisconsin State Statute §118.15 (I)(d). In addition, your child may be eligible for enrollment in a program for children at risk under Wisconsin State Statutes §118.153 (3).

If you are unable to attend this meeting please contact your child's administrator, **«admin»** at **«phone»** as soon as possible to reschedule this meeting. A referral to the school social worker was initiated due to your child's attendance, however if you attend the meeting and your child's attendance improves the school social worker will close the case after one (1) month. It is also important that you attend this meeting in order to avoid being subject by the City of Milwaukee to a municipal citation and/or fines for contributing to your child's truancy. Also, your failure to attend this meeting may result in a referral to the Milwaukee County District Attorney's office for violating the Wisconsin Compulsory School Attendance law found in Wisconsin State Statutes §118.15. If you are prosecuted and found guilty of a violation of this statute you may be subject to the following penalties prosecuted.

- For the first offense, a fine of not more than \$500 or imprisonment for not more than 30 days or both.
- For the second offense or subsequent-offense, a fine of not more than \$1000 or imprisonment for not more than 90 days or both.
- Performance of community service work for a public agency or a non-profit charitable organization.
- Participation of parent or guardian in counseling at parent/guardian's expense or attendance at school with child.

Sincerely,
«admin»

Administrator

TRUANCY LETTER OUTCOME FORM

Date of Meeting: _____

Student: _____ ID#: _____

Parent/Guardian: _____

Administrator: _____

OUTCOMES – PLEASE CHECK ONE OR MORE WHICH APPLY:

_____ An excuse was provided for the student

_____ Daily report card was given to student

_____ Student was referred to FISS Program (tel.# 273-5322)

_____ Recommended alternative placement

_____ Recommended drop Reason: _____ Over 18 Other

_____ Social Worker intervention is needed Explain why: _____

NOTES TO BE PLACED IN eSIS: _____

ADMIN. NOTES NOT IN eSIS: _____

Do You Recommend That This Case Be Closed: _____ Yes _____ No

white copy Social Worker

yellow copy attendance

pink copy administrator