

Court Order Reminder Letter  
Sample

Dear Parent,

It has come to our attention that you were placed under a school attendance order until your child, \_\_\_\_\_ reaches his/her 17<sup>th</sup> birthday. Please be reminded that as a condition of that order, your child must provide medical excuses for any instruction time missed, including tardies and sign outs. In addition, parents are court ordered to call the school weekly to check on their child's attendance. Please contact \_\_\_\_\_, attendance clerk, so that he/she can document your attempts to comply with this order.

State regulations now require that school districts meet with the student (if 12 or older) and the parent/guardian if there is an existing court order to develop an intervention plan. A conference has been scheduled for \_\_\_\_\_ at \_\_\_\_\_ o'clock. If you are unable to attend at this time it is Important that you call to reschedule as soon as possible. Failure to attend this meeting and/or accumulation of unlawful absences will result in a referral to the District Attendance Office.

Thank you for your cooperation. We look forward to working with you to ensure that your child has a successful school year.

Sincerely,

Principal