



**NOTICE OF UNLAWFUL ABSENCES**

Date: \_\_\_\_\_

To: \_\_\_\_\_  
(Parent/Guardian/Custodian)

From: \_\_\_\_\_  
(School Principal, School)

RE: \_\_\_\_\_  
(Student)

Pursuant to Mississippi Code 37-13-91, a parent, guardian or custodian of a compulsory-school-age child in this state shall cause the child to enroll in and attend a public school or legitimate nonpublic for the period of time that the child is of compulsory-school-age. An unlawful absence is an absence by any compulsory school-age child missing for thirty-seven percent (37%) or more of a school day, in which the absence is not due to a valid excuse for temporary nonattendance. School district superintendents or his/her designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officers.

Good school attendance and promptness to classes are extremely important matters to the Jackson Public School District. Time on task is essential if students are to succeed in their educational efforts, which can be hindered by recurrent absences. Our records show that your child has accumulated ten (10) unlawful absences. Please be reminded that in order for an absence to be excused, you must submit written documentation to the proper school official on the day your child returns to school. Due to the fact that no written documentation was presented, the absences have been recorded as unexcused. We would like to schedule a conference to discuss this matter in detail and identify ways to improve your child’s attendance; therefore, please contact us at \_\_\_\_\_ as soon as possible.

Please be advised that the information will be reported to the Mississippi Department of Education, Office of Compulsory School Attendance. A copy of the Jackson Public School District School Attendance Policy has been included for your review.

Thank you for your immediate attention to this matter.

Sincerely,

\_\_\_\_\_  
School Principal