

NOTIFICATION OF UNEXCUSED STUDENT ABSENCES

REQUEST FOR ACTION PLAN MEETING

(Date) _____:

(Parent/Guardian Name) _____

(Address) _____

(City, State, Zip Code) _____

By: Certified and First Class Mail

Re: Unexcused Student Absences
Request for meeting to develop action plan

Dear _____:

Name of Student _____ has five (5) or more unexcused absences during the current school year. I am writing this letter to request a meeting with you and name of student on insert date at insert time at my office to develop an action plan to improve student attendance going forward. Please let me know if you are available on said date and time. If you are not available, please send me alternative dates and times you are available to meet.

Sincerely,

(Principal's Name)

SOURCE: MASC

LEGAL REFS.: M.G.L. [76:1](#); [76:1B](#); [76:16](#); [76:18](#); [76:20](#)

Agawam Public Schools 2014

Approved by School Committee on December 9, 2014 by a vote of 7 – 0.