

PARENT LETTER PRIOR TO DROP

Date: _____

Dear Parents/Guardians:

A letter was sent to your home scheduling a meeting to discuss your child's progress in school. You and your child did not attend the meeting and you have not contacted the school to arrange for another meeting.

It is extremely important you that contact _____ at (____) _____ in order to discuss your child's educational options.

Please be informed that if you do not contact the school by (insert date that is at least 10 school days from the date of the letter) _____ in regard to your child's education, and your child continues to be absent from school, he/she will be dropped from enrollment because your child is not of compulsory age.

Thank you.

Sincerely,

(Building Principal)

/jas

pc: Principal
Student File