

**PARENT LETTER NOTIFYING OF 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.

As a result, a decision has been made to drop your child from enrollment as of \_\_\_\_\_ because your child is not of compulsory school attendance age. This decision was made in accordance with Education Law. However, should you wish to discuss this matter, please call the school to schedule a meeting with the building principal.

Also, please note that students who have not earned a high school diploma have the right to attend school until the end of the school year in which they turn twenty-one years of age.

Thank you.

Sincerely,

(building principal)

/jas

pc: Student File