

SCHOOL LOGO

DATE:

To: (Parents of)

RE: (Student)

Our records indicate that your son/daughter has not returned to school since (date). The school has attempted to call you on several occasions to clarify the reasons for the absences and to determine his or her intent to return to school.

Florida law (Statute 1003.21) requires all students 6-18 years of age to attend school regularly. A 16 or 17 year old student may elect to dropout of school only after the student and parent have an exit interview with either the guidance counselor or school social worker. This process accomplishes three goals; to see if other alternatives to dropping out are available to the student, to identify the reasons the student is choosing to quit school and to ensure everyone's awareness of the driver's license law and other issues related to dropping out of school.

Please contact me at your earliest convenience by calling me at (941) _____, between the hours of _____.

Thank you and I look forward to hearing from you very soon.