

**TUCSON UNIFIED SCHOOL DISTRICT**  
**{Merge School Name}**  
{Merge School Address}  
Tucson, Arizona {Merge School Zip}

**Student Attendance Notification (Retention)**

{Merge Mailing Contact}  
{Merge Mailing Address}  
{Merge Mailing City}, {Merge Mailing State} {Merge Mailing Zip}

Dear {Merge Mailing Contact}:

**RE: Student Name:** {Merge Student Name}    **Matric:** {Merge Student Matric}    **Grade:** {Merge Student Grade}  
**Date:** {Merge Date}

This is to notify you that your child has accumulated a number of absences in the class(es) listed below, and may be in danger of retention. Regular, consistent attendance is directly related to successful student academic achievement. Each student’s participation and presence during class discussion, lectures, explanations, group projects and viewing or listening to audiovisual materials is essential. It is impossible to gain the full significance of each class session through make-up work. **Therefore, school attendance is of the utmost importance and primarily the responsibility of the students and parents.**

The Tucson Unified School District Governing Board Policy/Regulation # JE states that {Merge School Name} will notify the student/parent if a student accumulates 3, 6 & 10 (excused & unexcused) absences. Telephone notifications of absences are made daily. Students should be absent only when necessary. Students need to be in class on a daily basis to achieve academic success. Absences due to school business, chronic illness or suspension are not counted in these absences. If your child has a chronic illness or an injury that causes extensive time away from school, please contact the attendance clerk/health office to provide documentation. Student absences are also posted to the online Parental Access Account daily.

Period	Total Unexcused Absences	Total Excused Absences	Total Tardies	Course	Teacher Name
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Insert something regarding who to contact for more information ....School phone number**

**At the 3<sup>rd</sup> unexcused absence or chronic absences, the school will notify TUSD Truancy Enforcement and they will contact the parents/guardians. Continued absences can lead to legal action.** The education of each student is the joint responsibility of the home and the school. Only through cooperation can the student be assured of receiving all educational advantages available.

Your child may face retention if they can not demonstrate adequate progress in obtaining the State Standards in each of his/her classes. If the result is retention, the parent/guardian may appeal to the Governing Board.

**Pursuant to A.R.S. §15-802(E), parents who do not ensure their child(ren) between the ages of 6 – 16 regularly attend school may be held criminally liable.**

Attendance Office  
{Merge School Name}  
(520) {Merge Attendance Phone Number}  
JE-E1 – Student Attendance Ltr (Retention) FR 5-25-07