

WARREN COUNTY SCHOOLS		NOTICE OF 3rd UNEXCUSED ABSENCE			
TO- Parent/Guardian Name:		FROM- School Name:			
		Teacher:			
Street Address:		Student Name:			
City:	State:	Zip Code:	Student Number:	Grade:	EC Category:
Home Phone:	Work Phone:	Student's DOB:	Age:	Race:	Gender:

Date: _____

Dear Parent/Guardian:

Our records indicate that your son/daughter has accumulated **three (3)** unexcused absences from school. Anytime a student is absent from school, he/she should bring a note from you indicating the reason for the absence. This note should be sent within **two (2) days** following the return of the student to school. If your child has been lawfully absent from school, please send a note indicating the reason for these absences so they may be cleared.

Sincerely,

_____ Principal Assistant Principal