



Kristine Meurer, Ph. D.,
Executive Director
Student, Family and Community Supports

**PARENT/GUARDIAN NOTICE
FIVE DAYS UNEXCUSED ABSENCES**

Date: _____

Dear Parent/Legal Guardian:

Re: _____
Student Name Student ID # Grade

Our attendance records indicate that your son/daughter has reached five (5) days of unexcused absences. New Mexico Compulsory School Attendance law defines a student who has accumulated five unexcused absences within a school year as a “student in need of early intervention.” In accordance with New Mexico law, Section 22-12-8 NMSA 1978, we are contacting you to inform you of these unexcused absences from school and to schedule a meeting to discuss possible interventions.

APS SCHOOL BOARD ATTENDANCE POLICY, RE – Student Compulsory Attendance, states that:
Albuquerque Public Schools shall comply with New Mexico state statute which requires that all children who range in age from five (5), prior to 12:01a.m. on September 1 of the current school year and students under the age of eighteen (18) years who have not yet graduated from high school or received a general educational development certificate attend scheduled classes unless officially excused.

Compliance with Albuquerque Public Schools attendance policies and procedural directives shall be the responsibility of the parent/legal guardian.

Regular attendance is a key to school success. Students can learn only if they are on time and present in the classroom daily. The Federal No Child Left Behind Act requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards. We encourage parents/guardians to make sure that their son/daughter is to school on time, ensuring that daily attendance becomes a critical component in support of the learning process.

Therefore, we have schedule a meeting to resolve this attendance issue for:

Date: _____ Time: _____ Location: _____

Please contact me at _____ if you have any questions. Thank you for your cooperation.

Sincerely,

Principal

Copy: Student Cumulative File