



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

**PARENT/GUARDIAN NOTICE OF CONTINUED  
UNEXCUSED ABSENCES (10+ DAYS)  
REFERRAL TO JPO**

DATE: \_\_\_\_\_

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_ Grade \_\_\_\_\_

Dear Parent/Legal Guardian:

On \_\_\_\_\_ a meeting was conducted to address \_\_\_\_\_ unexcused absences and intervention strategies were developed with your input. However, according to our records, \_\_\_\_\_ has continued to be absent without any explanation beyond the initial notification of ten (10) or more unexcused absences. The following is provided for your information.

Date of record	Total Absences	Unexcused Absence

In accordance with APS Board Policy and Section 22-12-7 (C) of the New Mexico Compulsory School Attendance law, unexcused absences have continued after a written notice of habitual truancy was provided to you on \_\_\_\_\_.

Therefore, this letter serves as official notification that \_\_\_\_\_ has been absent from school without a lawful excuse and, therefore, is a violation of the New Mexico Compulsory School Attendance law and will be referred to the Juvenile Probation Office.

Please contact me at \_\_\_\_\_ if you have any questions. Your attention to this matter is greatly appreciated.

Sincerely,

\_\_\_\_\_  
Principal

I acknowledge receipt of this notice:

\_\_\_\_\_ Date  
Parent/guardian signature/initials

Copy: Student cumulative file