

**REYNOLDS SCHOOL DISTRICT**  
1204 NE 201st Ave, Fairview, OR 97024-9642 | Phone: 503-661-7200

**\*\*\* SUPERINTENDENT’S NOTICE OF COMPULSORY ATTENDANCE NONCOMPLIANCE \*\*\***

Date \_\_\_\_\_  
Parent(s)/Guardian \_\_\_\_\_  
Address \_\_\_\_\_

Dear \_\_\_\_\_,  
(Parent/Guardian)

According to district records, you were notified by the building administrator on (date) \_\_\_\_\_ that your child, (name) \_\_\_\_\_, is not yet enrolled in school or is not maintaining regular school attendance as required by Oregon compulsory attendance laws.

Your child was required to appear in school no later than the next school day following your receipt of the notice and maintain regular attendance for the remainder of the school year. District records indicate your student continues to be absent from school. A child is required to regularly attend a full-time school.

The superintendent or designee may issue a citation for your continued violation of Oregon’s compulsory attendance law.

You [may request an evaluation of your child’s individualized education program (IEP) or a review of your child’s current IEP.] [requested an evaluation to determine if your child should have an individualized education program (IEP).] [ [requested a review of an existing IEP for your child] and the requested evaluation or review was completed on [date].]

In accordance with law, you and your child are required to attend a conference with [designated school official] on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ to discuss:

1. Oregon’s compulsory attendance law and your student’s attendance record;
2. The reasons for your noncompliance;
3. The development of a plan for improvement;
4. Resources available to help your child be successful in school, referrals to other agencies as may be needed and such alternative education information as may be required by law;
5. Any questions you may have concerning the potential consequences for continued noncompliance with Oregon’s compulsory attendance law, as set forth above and as provided in Board student conduct and truancy policies.

Failure to attend this conference or to maintain your child in regular school attendance following this conference will result in the issuance of a citation to you, as provided by law.

[If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: [name of ESD and contact information].]

If you have questions and/or need assistance, please contact (name) \_\_\_\_\_ at (number) \_\_\_\_\_.

Sincerely,

Superintendent/Designee