



North Salt Lake • Elementary School • 575 Cutler Drive • North Salt Lake, UT 84054 • P 801-936-0318, Option 1
F 801-936-0568 • Secondary School • 665 Cutler Drive • North Salt Lake, UT 84054 • P 801-936-0318, Option 2
F 801-936-0568 • Pleasant Grove • Elementary & Middle School 867 S. 800 W. • Pleasant Grove, UT 84062
P 801-785-9019, Option 1 • F 801-785-4868 • High School 867 S. 800 W. • Pleasant Grove, UT 84062
P 801-785-9019, Option 2 • F 801-899-1648. www.spectrumcharter.org

Truancy Notification Student Attendance and Exemption from School

PARENT NOTIFICATION OF COMPULSORY EDUCATION

Because of Spectrum Academy's commitment to quality education, we are concerned when a child misses school for any reason. The process of education requires a continuity of instruction, class participation, learning experience, and study. Frequent absences of students from day-to-day classroom experiences disrupt the educational and the instructional process.

Utah Compulsory Attendance Laws, Utah Code §53A-11-101-105 require that every school age child, ages 6-18 be enrolled in school and attend regularly. Parents and students are responsible for regular attendance. Students may be excused from school attendance for valid and legitimate reasons: illness, medical appointment, family emergencies, death of family member or close friend, observance of religious holidays, and family activity or travel, approved and arranged in advance with principal. The principal will determine if these extended absences will not adversely impact the student's education.

A note to the school explaining your student's absence is required each day your student misses school.

At Spectrum Academy:

1. After five or more days of EXCUSED absences and / or equivalent tardies (3 tardies = 1 absence), or equivalent class periods within a term, the principal may require a doctor's note to excuse subsequent absences.
2. After five or more days of UNEXCUSED absences and / or equivalent tardies (3 tardies = 1 absence), or equivalent class periods within a term, a First Truancy Notification and Citation will be issued requesting parent's help with their student's attendance.
3. After eight or more days of UNEXCUSED absences and / or equivalent tardies (3 tardies = 1 absence), or equivalent class periods within a term, a Second Truancy Notification and Citation will be issued. Parents must schedule a conference with school officials to attempt to resolve the student's attendance issues.
4. A student is considered to be "habitually truant" when he/she has received two or more truancy citations within a term.
5. After ten or more days of UNEXCUSED absences and / or equivalent tardies (3 tardies = 1 absence), or equivalent class periods within a term, a Third Truancy Notification and Citation and Notice of Pre-Court Hearing will be issued requiring an appearance at a pre-court hearing. Parents or guardians with a student under the age of 12, including school information, may be referred to Salt Lake County District Attorney. Students older than 12 years of age, including school information, may be referred, to the Third District Juvenile Court.

To appeal a truancy citation, submit the appeal in writing to the Administration at the school where your child is enrolled. Appeals must be submitted to the Administration within 10 days of the date the citation was issued. Refer to Board Policy S4 and S4 Administrative Procedures

If you have questions about your child's attendance, including excused and unexcused absences, please contact the school where your child is enrolled. Your support and cooperation are appreciated.



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FIRST TRUANCY NOTIFICATION AND CITATION

Date: _____

To the parent or guardian of: _____

At the time of your student’s registration at Spectrum Academy, you received information that explains Utah’s compulsory education school attendance requirements.

Since registration, your student has five (5) or more unexcused absences and / or equivalent tardies (3 tardies = 1 absence) from school. Frequent absences of students from day-to-day classroom experiences disrupt the educational and instructional process.

Regular school attendance is required by state law. Please make sure that your student attends school every day and is on time. In the event that your student’s school attendance problem cannot be resolved by our mutual efforts, the school is required to take further action.

If you believe that you received this notice in error or if you have any questions, please contact the school office.

School Administrator:

 Signature

Your student is charged with violation of Utah Code §53A-11-101 through 105, Compulsory Education Requirements and USOE Administrative Rule R277-607. This letter serves as notification that a Truancy Citation was served upon the juvenile and/or parent/guardian according to state law.



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SECOND TRUANCY NOTIFICATION AND CITIATION

Date: _____

To the parents and guardian of: _____

At the time of your student’s registration at Spectrum Academy, you received information that explains Utah’s compulsory education school attendance requirements.

As a result of five or more unexcused absences and / or equivalent tardies (3 tardies = 1 absence) earlier in the year, a First Truancy Citation and Notice was issued to your student.

Your student has eight or more unexcused absences and / or equivalent tardies (3 tardies = 1 absence) from school since registration. Regular school attendance is required by state law. In the event that your student’s school attendance problem cannot be resolved, the school is required to take further action. If your student continues to be habitually truant, the school may refer the case to the district attorney or juvenile court.

Please call the school and make an appointment to discuss your child’s absences so that we can work together to resolve this problem.

If you believe that you received this notice in error or if you have any questions, please contact the school office.

School Administrator:

 Signature

Your student is charged with violation of Utah Code §53A-11-101 through 105, Compulsory Education Requirements and USOE Administrative Rule R277-607. This letter serves as notification that a Truancy Citation was served upon the juvenile and /or parent/guardian according to state law.



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THIRD TRUANCY NOTIFICATION AND CITATION

Date: _____

To the parents and guardian of: _____

As a result of your student’s 10 days or more of unexcused absence and or equivalent tardies (3 tardies = 1 absence) from school, you are required to attend a pre-court hearing.

Date: _____

Time: _____

Place: _____

At this time, you may provide documentation of your student’s absences. You will have an opportunity to work with us to resolve the problem. Failure to appear at this hearing may result in a referral to the district attorney or juvenile court. Refusal to respond to this notice is a Class B misdemeanor.

If you have questions, please contact: _____ at your student’s school.

School Administrator:

 Signature

Your student is charged with violation of Utah Code §53A-11-101 through 105, Compulsory Education Requirements and USOE Administrative Rule R277-607. This letter serves as notification that a Truancy Citation was served upon the juvenile and/or parent/guardian according to state law.