

REFERRAL NOTICE TO FAMILY

(School Letterhead)

(Refers student/family to RAP) (2nd notice @ 10 days)

Attach RAP referral and 1st notice and send to RAP

Date of Notice

(Parent's Name)

(Address)

Dear

Due to your student's inconsistent attendance, we are referring you and your child to the Regional Office of Education's Regular Attendance Program (RAP). (Student) has been absent (# of days) and has been tardy (enter days). RAP is an intervention program designed to work with you and your child to increase your child's attendance and school success.

An attendance specialist with the Regular Attendance Program (RAP) will be contacting you regarding your child's attendance in the very near future. In the interest of the educational well being of your child, it is very important that you cooperate with RAP. Please be aware that the attendance specialist from RAP will work with your child's best interest in mind and works with both the school and your family to bring about successful outcomes for your child's future.

If you wish to discuss this matter further, please contact myself or RAP at the Regional Office of Education by calling, 618-283-9311.

Thank you for your cooperation regarding this matter.

Respectfully,

(Signature of Administrator)