**[School District Name]** **Informal Hearing Notification – Attendance Concern**

Dear Parent/Guardian of <<student\_name>>,

This letter is to notify you that <<student\_name>> has reached **48 unexcused hours of absences** from school. In accordance with state attendance requirements and district policy, this level of unexcused absence now requires participation in an **informal hearing** with a **judge or magistrate** to address these attendance concerns.

This hearing will be held **at the local court** and serves as an early intervention step. **No charges are being filed at this time.** However, continued unexcused absences may lead to a **formal court hearing**, which can carry legal consequences for the student and/or parent or guardian.

The informal hearing is scheduled as follows:  
 **Date & Time:** <<hearing\_date>>  
 **Location:** <<court\_address or "Local Juvenile Court">>  
 **Contact for Questions:** <<court\_contact\_info or school contact>>

According to state law, a student is considered **Habitually Truant** if they are absent from school, without a legitimate excuse, for:

* **30 consecutive school hours**  
  **42 hours in a school month**
* **72 hours in a school year**

Parents and guardians hold the primary responsibility for ensuring regular school attendance. Schools are required by law to take action when a student reaches established absence thresholds.

We appreciate your cooperation and engagement in supporting your child’s school attendance. If you have questions or need assistance, please contact the school office at <<school\_phone\_number>>.

**Yours in Education,** [School Administrator Name]  
 [Title]  
 [School Name]  
 [Contact Information]