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MR. MARCUS ALLEN
Assistant Superintendent

DR. KENNETH BRADSHAW
Superintendent

DR. ARONICA GLOSTER
Director of Student Services

Date: _____

To the Parent(s)/Guardian of: _____

RE: Pending Prosecution due to 10 or More Unexcused Absences

Dear: _____

This letter is to advise you that your child, _____, has **accumulated _____ unexcused absences** and is in violation of State Law, local school attendance policy, and the County Student Attendance Protocol. Due to this violation, the parent and child will be summoned to court for prosecution.

O.C.G.A. '20-2-690.1 is a state statute governing compulsory school attendance and parental responsibility. This law provides it is mandatory for children between 6 and sixteen 16 years of age to be enrolled in and attending school. **Failure of the parent, guardian, or other person residing in Georgia having control of such child to enroll and send such child to school is a criminal offense and subject to prosecution.** Furthermore, O.C.G.A. '20-2-690.2, establishes a county wide protocol committee, composed of designated officials and citizens, which determines that after five (5) unexcused absences, a **Juvenile Court Complaint for Truancy will be filed and heard by the Juvenile Court Judge.** You will receive a summons to appear in Juvenile Court.

This letter is to notify you officially that the above student has **accumulated ten (10) or more days of unexcused absences**. By law, each unexcused absence thereafter is a separate criminal misdemeanor offense; and, upon conviction, provides for a fine to the **offending parent of each separate offense** of not less than \$25.00 and not more than \$100; imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties. In addition, the Juvenile Court Judge has the authority to incarcerate truant juveniles sixty (60) days.

This letter will be turned over to appropriate Juvenile Court Officials along with the Juvenile Court Complaint Petition to process, and penalties imposed as stated above, as appropriate by the Juvenile Court Judge. There will be no informal adjudication.

To avoid court action, **please contact your child's school principal to schedule a meeting with the school's Attendance Point of Contact as soon as possible but no later than _____ to address the above-named student's attendance.** Please bring all outstanding excuses and parent notes to this meeting. Please refer to Code of Student Conduct and Discipline 20-21 for complete attendance policy.

Sincerely,

Dr. Kenneth Bradshaw
Superintendent of Schools
Richmond County School System

Parent Signature/Acknowledgement

Date

Contact Type: _____ Meeting/Conference _____ Telephone