



Sutton Elementary School

7402 Albacore, Houston, Texas 77074

phone 713 778-3400 fax 713 778-3407

<http://es.houstonisd.org/suttones/>



Date: _____

To: The Parents of _____

From: Beatrice Akala, Principal

_____, Teacher

RE: Excessive Absences

We expect your child to be in school daily unless he/she is running a temperature and/or is seriously ill. Also, upon returning to school, you must send a note explaining why your child was absent. If your child has gone to the doctor, we must have a statement from the doctor indicating that your child has been seen and released by him/her.

Our records show that your child has numerous absences without any indication of a serious illness. Texas Law (Compulsory Attendance) states..."a child who is at least six years of age, who is younger than six years of age and has previously been enrolled in first grade, and who has not completed the academic year in which the child's 17th birthday occurred shall attend school. On enrollment in Prekindergarten or kindergarten, a child shall attend school."

To ensure academic success for your child, it is extremely important that he/she attends school daily. If there is a specific problem, please contact Martha Molina, 713-778-3400. Thank you for your cooperation.

My signature acknowledges receipt of this letter:

Parent/Guardian Signature

Date

Please sign and return the signed copy to the main office promptly.