

West Virginia Public Schools
 Notice of Unexcused Absence from School Form – CA-2

TO _____ (Parent or Guardian)

Residence Address _____

You are hereby notified that the child (or children) names below over whom you have legal or actual control, as parent or guardian failed to attend school as required by law on the day(s) specified in this notice. Apparently such absence was without legal exemption and will therefore be held contrary to law unless due cause be shown for non-attendance at school.

Name of Child	Age	Day(s) and Date(s) of Absence
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please give this notice immediate attention. Continued absence may result in a fine of \$50.00 to \$100.00 (dollars) for each violation, or the possibility of a jail sentence of not less than five nor more than twenty (20) days as prescribed by 18-8.2 of the SCHOOL LAWS OF WEST VIRGINIA. The law requires that you report in person to the school within 10 (ten) days. If possible, your child should accompany you to the school. A CONFERENCE SHALL BE HELD WITH THE PRINCIPAL OR OTHER DESIGNATED REPRESENTATIVE OF THE SCHOOL IN ORDER TO DISCUSS AND CORRECT THE CIRCUMSTANCES CAUSING THE INEXCUSABLE ABSENCE(S) OF YOUR CHILD.

Each day a child is out of school contrary to law will constitute a separate offense. Compulsory school attendance shall begin with the school year in which the sixth birthday is reached prior to September 1 of such year or upon enrolling in a publicly supported kindergarten program and continue to the (16th) sixteen birthday or for as long as the student shall continue to be enrolled in a school system after the (16th) sixteen birthday. A clarification of legal and illegal absences may be secured by contacting my office.

 Certification of Serving of Notice

I, the undersigned, do hereby certify that I served the above notice upon the aforesaid _____
 in Clay County on the _____ day of _____, 20 _____

- 1) by delivering a true copy thereof in person; 2) by delivering a true copy thereof to a member of his/her family over 16 (sixteen) years of age at his/her usual place of abode and giving information of its purport, 3) by posting a true copy thereof on the front door of the residence as a result of not being able to locate either the aforesaid or any member of his/her family over 16 (sixteen) years of age; or 4) my mailing notice by certified mail to the said.

Signed: _____ Director of Attendance for Clay County.