



WILL COUNTY REGIONAL OFFICE OF EDUCATION

116 N. CHICAGO STREET, SUITE 400 • JOLIET, ILLINOIS 60432

PHONE: (815) 462-5400 • FAX: (815) 462-5402 • WWW.WILLROE.ORG

Dr. Lisa Caparelli – Ruff, *Regional Superintendent* Dr. Shawn Olson, *Assistant Regional Superintendent*

Date: _____

Parent Name: _____

Student Name: _____

Address: _____

RE: Final Notice - Formal Referral to Will County Regional Office of Education, Truancy

Dear Parent/Guardian(s),

This letter serves as official notification that due to your student's continued attendance concerns and the unsuccessful completion of school and district-level attendance interventions, your student is now being referred to the Will County Regional Office of Education Truancy for further review and action authorized under Illinois law.

Under **105 ILCS 5/26-1 (Compulsory Attendance)**, parents, guardians, or persons having custody or control of a child of compulsory school age are responsible for ensuring that child's regular attendance at school unless otherwise exempt by law.

Throughout the school year, the school and district have made multiple attempts to improve your student's attendance through interventions that included various communication attempts, attendance meetings, referrals to available support services, and improvement goal planning. Despite these efforts, your student's attendance has not improved sufficiently, and the agreed-upon attendance interventions have not been successfully followed.

Pursuant to **105 ILCS 5/26-9 (School Admin reporting to Truancy Dept.)**, school officers, teachers, and district admin are required to assist truancy personnel by providing information *necessary to address truancy concerns*. Accordingly, the school will provide the Regional Superintendent's Office with **relevant attendance records and documentation as part of this referral**.

Our goal remains to support your student's educational success through regular school attendance. We encourage you to continue working with school personnel and now the Will County Regional Office of Education to resolve these attendance concerns.

If you have questions regarding this letter or referral, please refer to the admin of your child's currently enrolled school.

Sincerely,

Andrew Alarcón

Truancy Officer

Will County Regional Office of Education

CC School Administrator: _____ Title: _____

Working with Our Communities to Support Student Learning
