

May 4, 2014

Ms. Jane Doe  
111 One Street  
Anywhere, AL 11111

Dear Ms. Jane Doe:

Before a petition is filed against your child, John, in Family Court of Jefferson County for excessive absences or tardies to school, I would like to give you the opportunity to attend the Early Warning Program presided over by Judge Carl Chamblee at Trussville City Court.

When you arrive at Trussville City Court, please wait in the lobby area until called. **The program will begin at 8:00 a.m.** Trussville City Court is located at 131 Main Street, Trussville, Alabama (See directions attached). **Both you and your child (if 12 years old or older) should attend this session.**

**I am referring John for Friday, (DATE).** I will be available to answer all questions at this meeting. Please remember, according to the Student Code of Conduct regarding Excessive Absences, "written excuses for student absences must be received by the school within 3 days of the student's absence". If you have any physician's excuses that are within the 3 day time limit, please contact the school attendance secretary. She will notify me of any changes. Thank you for your cooperation.

Sincerely,

Hal Riddle  
Director of Student Services  
228-3032

cc: Principal  
Mandi Logan, Student Support Coordinator