

Morrow County School District

Code: JEA-FORM(2)  
Adopted: 5/12/03  
Rescind: 3/8/2021

**Attendance Supervisor's Irregular Attendance Notice\*\***

MORROW COUNTY SCHOOL DISTRICT  
270 W Main Street  
Lexington OR 97839 9522  
Phone: (541) 989-8202

Date \_\_\_\_\_  
Parent(s)/Guardian \_\_\_\_\_  
Address \_\_\_\_\_

Dear \_\_\_\_\_,  
(Parent/Guardian)

A determination has been made that your student, \_\_\_\_\_ (Student's Name) \_\_\_\_\_, is not maintaining regular attendance as required by ORS 339.065.

Regular attendance is defined by Oregon law as attendance which does not include more than eight unexcused one-half day absences or the equivalent in any four-week period school is in session.

According to school attendance records, your student has had unexcused absences from school [ ] days on the following dates: [ ].

You are hereby notified that you must send your student to school no later than the next school day following receipt of this notice and maintain your student in regular attendance for the remainder of the school year.

Please be advised that failure to comply with Oregon's compulsory attendance law is a Class C violation and may result in a compulsory attendance citation and complaint issued by the superintendent and a fine by a court of up to \$150.

If you have questions, please contact [name] at [number].

Sincerely,

Attendance Supervisor/Principal

cc: Superintendent