



## Bordewich Bray Elementary School

110 South Thompson Street • P.O. Box 603

Carson City, Nevada 89702

Tel: (775) 283-2400 • Fax: (775) 283-2490

August 17, 2015

Dear Bordewich Bray Parents and/or Guardians,

Bordewich Bray staff and administration prides themselves on giving your child the very best education possible. In order for students to be both socially and academically successful, it is critical that your child come to school every day and on time. We understand those occasional illness that may keep your child home so when this occurs, please contact our office staff and teachers so that we may get some work together so that your child does not fall behind academically. If your child is not in school and we do not hear from you, one of our office staff members will call you. This helps us keep track of attendance as well as guarantees the safety of your child. Written excuses or verbal excuses through our attendance line must occur the day your child is absent or upon his/her return to school. **Valid excuses** for an absence are illnesses, medical appointments, funerals, observance of a religious holiday or ceremony, and other causes cleared though the school administration. **Invalid excuses** for an absence include shopping trips, babysitting, oversleeping, absence of a sibling, or truancy. District regulations state that a student may be retained in a grade if there have been more than 18 absences during a school year.

Your child will receive an attendance letter when they have been absent from school for 10, 15 and/or 20 days. At 15 days of absences, your child might be placed on an Attendance Contract by the Assistant Principal and/or Principal. These letters are required by our state law regardless if your child has all excused absences.

**In accordance with NRS 392.130, a pupil shall be deemed a truant who is absent from school without the written approval of his/her teacher or the principal of the school unless the pupil is physically or mentally unable to attend school. Any student who is declared truant three or more times within one school year must be declared a habitual truant. Carson City School District policy dictates the habitual truants be referred to Child Protective Service or the Sheriff's Department for possible citation and legal interventions by the courts.**

Bordewich Bray appreciates all of your support and cooperation with the attendance of your child(ren). If you have any questions and/or concerns please contact our office staff.

Sincerely,

*Lisa Lemburg*

Lisa Lemburg  
Assitant Principal

