

LETTER OF INTENT TO RETURN TO SCHOOL

Dear Parent(s)/Guardian:

In October of each school year, Colorado school districts are required to certify the pupil membership of the school district to the Colorado State Board of Education. For students not attending during the defined count period, each district is required to obtain written confirmation from the student's parent(s)/guardian the reason for the absence and that student will be returning to school within 30 calendar days after the official count day without enrollment in another school.

Please complete the form at the bottom of the page so that we will know whether to include your child in our pupil membership for this count period. Thank you for your cooperation.

Student Name

Grade

School Name _____

____ My child is still a student at your school and will return to school within 30 days after the official count day (without enrollment in another school) by _____

Reason for absence: _____

____ My child will not be returning to your school.

Parent(s)/Guardian Signature

Date

Certification to be completed by school of attendance:

The above named pupil resumed attendance on _____
(Date)

Attendance records showing pupil was in attendance within 30 days after the official count date are available for review by CDE Auditors:

Signature /Title of School Official

Date