



**NOTICE OF M.G.L.c 76, §18 MEETING
REGARDING WHY STUDENT
WANTS TO PERMANENTLY LEAVE SCHOOL**

TO BE TRANSLATED INTO THE STUDENT'S HOME LANGUAGE

INSERT DATE

INSERT NAME OF STUDENT AND ADDRESS OF STUDENT

AND

INSERT NAME AND ADDRESS OF PARENT/GUARDIAN/CAREGIVER

OF STUDENT

Dear ***INSERT STUDENT NAME*** and Parent/Guardian/Caregiver of ***INSERT STUDENT NAME***:

As ***INSERT STUDENT NAME*** either (a) has expressed an intention of permanently leaving school without an intention of returning, or (b) has had ten (10) consecutive absences from school, since their last date of attendance at school being on _____, this letter is being sent within five (5) days of the tenth consecutive absence from school.

I, as the Superintendent's designee, have scheduled a meeting for either:
(a) _____ at _____, or (b) _____ at _____, at the school. In order for the school to determine whether you are permanently leaving school without intending to return. The purpose of this meeting is to discuss the reasons why you want to permanently leave school, the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and to consider alternative education programs and services available to you prior to permanently leaving school. In addition to myself, there will be a team of school personnel attending this meeting, including the guidance counselor, Dean of Students and other relevant members of the school staff, who will be available to facilitate a discussion of these issues.

Please contact the school at _____ to confirm which of the two (2) dates and times specified above you will select to attend this meeting. If you have any questions regarding this meeting, including needing to schedule a different time and date for the

meeting other than those offered above, or to coordinate having an interpreter to be available for the meeting, please also contact the school at _____. Please note that you may request that the date and time of this meeting be changed from either of the times proposed above to another agreed upon date and time for the meeting, provided that the extension of time shall be no longer than fourteen (14) days from the date of issuance of this letter. Please also note that the Superintendent or designee may proceed with this exit interview without the parent/guardian/caregiver if a good faith effort was made to include the parent/guardian/caregiver.

Sincerely,

Principal