



**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

Dear Parent/Guardian/Caregiver of _____:

I am writing to notify you that your child, _____, 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, their last date of attendance at school being on _____, and this letter being sent to you within five (5) days of their tenth consecutive absence from school.

In order for the school to determine whether your child is permanently leaving school without intending to return, I, as the Superintendent's designee, have scheduled a meeting for either: (a) _____ at _____, or (b) _____ at _____, at the school. The purpose of this meeting is to discuss the reasons why your child wants 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 your child prior to them 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 for you and your child 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