

SCHOOL LETTERHEAD

DATE

RECIPIENT ADDRESS

Subject: HiSET Options Program School Attendance

Dear Parent/Guardian of \_\_\_\_\_.

\_\_\_\_\_ (*student name*), a recent HiSET Options Program participant, has been dropped from the HiSET Options Program because attendance requirements have not been satisfied.

Per Montana HiSET Options Program Guidelines and the HiSET Options Student Contract as posted on the [OPI Website](#), participants must maintain full-time attendance until the last day all seniors attend classes. Prior to entry into the program, the student and parent/guardian were required to sign off on the HiSET Options Student Contract, and full-time attendance expectations were discussed.

\_\_\_\_\_ (*student name*) has been absent \_\_\_\_\_ (*hours missed*) hours from school. [Per Montana Code Annotated](#), 720 or more aggregate hours of pupil instruction per school year is counted as full-time enrollment.

Multiple school-based interventions and supports have been provided, and those resources will continue to be available. Please consult with \_\_\_\_\_ (*name of high school counselor*), the high school counselor to discuss local in school and alternative education options. If those options are not possible, the high school counselor will refer the student to the local adult education program for high school equivalency attainment.

Sincerely,

(*Printed name of Chief Education Officer and Signature*)

Phone Number

High School Name