

Murray County Schools
ARC Meeting Agenda and Record

Student Name: _____ Meeting Location: _____ Date: _____

1. Introduction of Attendees: _____

2. Our objective is to review your child's attendance and school issues to see if the team can help by offering suggestions and to develop a contract to improve attendance. Attendance is a habit. We want to work with you to help your child create lifelong habits to be successful later in life as well as now.

3. As of yesterday, we have been in school _____ days. Your child has been absent _____ days and/or tardy _____ days. Our records indicate your child has _____ excused absences and _____ unexcused absences. Is there anything you would like to share with us at this time? _____

4. Are there other children in the family, and are they experiencing attendance problems? _____

5. Are there medical problems we need to know about your child? If so, we have a school nurse who may be able to assist you. _____
(If medical, have you signed a **Release Form** for the school to speak to your child's doctor in order for us to work together to best serve your child? _____ yes _____ no)

6. Is your child having difficulties the school counselor might help with? _____

7. Is your family or child having difficulties the SSW might help with? _____

8. How has your child's attendance been in the past? _____

9. This is a copy of the **Parent and Student Notification Form**, which outlines the Murray County School District Attendance Policies and the Georgia Compulsory Attendance Law. Our school is working in compliance with this policy and this law to help ensure students attend school on a regular basis. There are two copies. One copy is for you to keep. One copy is for you to sign and return to me. The signed copy will be placed with your child's attendance records.

10. At this time, we would like to enter a contract with you to assist you and the school in following guidelines, which are set forth by our district's attendance policy and the Georgia Compulsory Attendance Law. **ARC Agreement** Parent Signed _____ yes _____ no

11. Parent Comments/Concerns: _____

12. Team suggestions/plan: _____