



School Board Office
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Parent Notification of Student Absences

December 11, 2018

Dear School Family,

As we near the end of the first semester of the 2018-2019 school year, we would like to thank you all for your support of our Leveled Attendance Policy. Overall, we have seen improvements in the number of unexcused absences as well as increased parent communications regarding absences. While this plan was implemented as a means to ensure that every child attends school every day, our primary goal is to ensure the safety of our students. It is our duty to be sure that you, as well as the schools, know the whereabouts of your child when they are not in school. To that end, it is imperative that parents notify the school when their child is absent.

In the event parents do not notify the school, the school office will continue to contact the parent directly via phone or email to determine the reason for the absence. As an additional safety measure, the office will make three attempts to contact parents when their child is absent. If the parent does not contact the school acknowledging the absence by 11:00 AM, Central Office staff will be notified to follow-up with parent(s) to be sure the child is safe and supervised. If the Central Office is unable to contact the parent, the Sheriff's Office/School Resource Officer will be notified. A follow-up letter will be sent to the parent(s) requiring a mandatory meeting to develop a safety plan for the student. These actions will be documented in the student's permanent attendance record for state reporting purposes.

Please be sure that you provide your child's school with current phone numbers/emails as to where you can be reached during school hours as well as complete emergency contact information. School staff stand ready to assist you if you are having difficulty with your child attending school or if additional resources are needed.

Thank you in advance for your efforts to keep us informed of your child's absences. May your holiday and New Year be safe and healthy!

Sincerely,

Michael W. Tupper
Director of Student Support Services