***Parent Conference – Chronic Absenteeism***

**(Parent) (Date)**

Address RE: (Student)

Address

Dear (Parent),

We want to connect with you to make sure your student attends school regularly. We continue to be concerned about their absences and hope to work with you to create stronger attendance. When students are absent more than 10% of the school year, their risk of falling behind increases rapidly.

As of today, your student has the following absences, tardies, or cuts:

**Excused Absences\_\_\_\_\_ Unexcused Absences \_\_\_\_\_ Tardies/Cuts \_\_\_\_\_**

Please see attached attendance and progress reports.

As parents and educators, we know how quickly absences build up. Our goal is to build a team to find ways to improve your student’s attendance and their school success. You are a central team member!

Our School Attendance Review Team (SART) is inviting you to a meeting to help identify the barriers to stable attendance that your family and student may be experiencing. An appointment has been made for you and your child to meet with SART to consider how we can support you in meeting the challenges parents are facing in this complicated time. You and your student are key participants.

YOUR SCHEDULED APPOINTMENT IS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(time/date/location)

We hope to be able to form strong relationships with you and your student. We would like to provide support and create strategies that fit the way your family works best. This meeting is an important first step. Please call us to reschedule if you are unavailable at this time (Phone Number).

Families receiving CalWORKS benefits, involved with Humboldt County Adult or Juvenile Probation, or engaging with DHHS services may be eligible for additional supportive services through those agencies. Additionally, the local Family Resource Center has a wide range of assistance available to families and we can help you connect with them.

Principal/Designee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachment: Attendance Record, Progress Report Cc: Student Cumulative Folder