

Attendance Notification

PURPOSE	<ul style="list-style-type: none">➤ To inform parents of attendance problems.➤ To assist parents in problem-solving ways to ensure regular attendance.➤ To educate parents on the importance of regular, on-time attendance.➤ To document attempts to resolve attendance issues.
WHO/WHEN COMPLETED:	Family Services Staff complete and distribute this letter to families after second attendance issue. Attach the Attendance Policy with the Attendance Notification.
HOW TO FILL IT OUT:	Family Service staff determines where the family is in the attendance notification process and provides a copy to the parent.
CHILD PLUS DATA ENTRY:	n/a
WHERE TO FILE:	Child files in Family Service section.
IMPORTANT NOTES:	Family Services Manager must be notified of all families that are involved in the Attendance Notification Process. This is documented on the FW/HV Monthly Summary and scanned to Family Services by the 5 th of each month.