

PMS and PHS DAY 25 LETTER For Students of Non-Compulsory School Age When Parent Failed To Attend IST Meeting

(Cut and Paste on Building Letterhead, Signed by Principal)

Dear Parent or Guardian

Your child has not been in attendance since _____. You were notified on _____ that the Instructional support Team (IST) and a building administrator scheduled a meeting on _____ requiring your attendance. Because you did not attend this conference and did not reschedule the conference for an alternative date and time _____ will be dropped from enrollment in the Poughkeepsie City School District. Please be advised that your child will have the right to re-enroll in a public school district in which he or she resides, including the Poughkeepsie City School District, if otherwise qualified under the relevant provisions of law.

As your child's Principal, I am able to provide you with information regarding District-based supports for you and your child. Supports may include the following interventions; counseling with a social worker and/or a school psychologist, development of a supportive behavior plan by a multi-disciplinary team of professionals that work with your child, and/or assistance with identifying community based supports. Please call at your earliest possible convenience to enlist the District's support to assist your child with developing healthy attendance habits.

Sincerely

Building Principal