

## Twenty Day Letter for PHS and PMS Students of Non-Compulsory Attendance Age

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

Dear Parent or Guardian

Your child has not been in attendance since \_\_\_\_\_ The Poughkeepsie City School District is responsible for accounting for the whereabouts of all children during the school day, maintaining and reporting pupil attendance and believes that there is a high correlation between routine attendance in school, academic success and school completion. As mandated reporters, District personnel are required to contact Child Protective Services. This contact has been made with a request that they conduct an investigation.

The Instructional Support Team (IST) and a building administrator have scheduled a meeting on \_\_\_\_\_ at \_\_\_\_\_ in room \_\_\_\_\_ and are requiring your attendance. At this meeting the IST and Administrator will be working with you and your child to determine the reasons for nonattendance and if there are any reasonable changes to be made to your child's educational program that would facilitate his/her re-entry or continuance of study. In the event that you do not attend this conference and do not wish to 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/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