

ATTENDANCE AND PUNCTUALITY PROCEDURES

This Circular reflects the School Committee's procedures on carrying out the Boston Public Schools' attendance and punctuality policies, as approved by the Boston School Committee. It contains detailed guidelines on:

- Recording and maintaining student attendance
- Recording and following up on DNRs (Did Not Reports)
- Determining student tardies
- Notifying parents of student absences
- Notifying parents of a missing child
- Recording and approving leaves of absence
- Waivers
- Exemptions
- Approving home tutoring
- Recording attendance for students 16 years of age or older

For the broad policy guidelines on attendance and punctuality, please see Superintendent's Circular ACA-18: <http://www.bostonpublicschools.org/node/1523>.

For step-by-step procedures on Attendance Supervisors' Cards, home tutoring, and court-involved students, please see Superintendent's Circular ACA-18B: <http://www.bostonpublicschools.org/node/1525>.

BACKGROUND AND GENERAL PRINCIPLES

Improving and maintaining consistently high, on-time student attendance is a major priority of the Boston Public Schools. Students cannot take full advantage of academic and extra-curricular opportunities unless they are in school on a regular basis. All Boston Public Schools and their School Site Councils are encouraged to put in place comprehensive incentives and consequences for improving student attendance in 2008-09. The following general principles apply:

- Headmasters and principals bear the final responsibility for attendance in their schools, and for complying with attendance and punctuality policies and procedures.
- Schools have an obligation under law to maintain an accurate record of student attendance. Schools at all levels are required to make a concerted effort to reach out to homes of students each time students are absent.
- External agency involvement will be sought in those cases where school-based meetings do not achieve a positive continuum in parental attitude and/or student attendance patterns.

GENERAL ATTENDANCE REQUIREMENTS

- a. Attendance procedures must be reviewed with school staff by principals and headmasters during the teacher in-service program before the start of the school year.
- b. During the first week of school, homeroom teachers at all levels should make personal calls to the parents/guardians of their students introducing themselves and inviting the parents/guardians to

either visit the school or to call at any time to check on the attendance and progress of their children. The message should reinforce the need for good attendance and the procedures a parent should follow if their child is absent. In the event any student has not reported at the start of the school year, the teacher should inquire about the student's failure to attend.

Please note that students must report within five (5) days of the first day of school or after initial assignment. On the sixth (6th) day, they will automatically become a DNR (Did Not Report). Students will hold a DNR code for only three (3) days, after which they will automatically lose their seat. Parents should be made aware of this procedure when called if their children have not reported.

DNR PROCEDURE

For all students who do not report to school (DNR), the following procedures are in effect:

- i. A student will hold an NAS (Newly Assigned Student) code for a maximum of five (5) days after the first day of school or after initial assignment. On the sixth day, a student will automatically become a DNR (Did Not Report).
- ii. A student will hold a DNR code for a maximum of three (3) days. At the end of the third day, a DNR student will automatically lose his/her seat at the assigned school. In SY2008-2009, this will occur at the close of business on **Tuesday, September 16, 2008.**
- iii. On the third day of DNR status (or on the eighth day since the first day of school or of initial assignment), a student's seat will be eliminated from the RASI Screen, allowing the Office of Enrollment Services to assign another student to that seat.
- iv. The student will still remain on the DNR list of the school. The principal/headmaster of the school still has the responsibility of investigating the situation and, if necessary, ultimately discharging the student to remove him/her from the DNR list.

ADDITIONALLY, ONE OF THE FOLLOWING PROCEDURES MUST BE EFFECTED BY THE PRINCIPAL/HEADMASTER:

FOLLOW-UP OF DNR AND NAS STUDENTS:

During the first week of October, the Director of Alternative Education shall receive a printout listing each student between the ages of six and sixteen on October 1st, with the designation of NAS/DNR by district, level and school. The Director of Alternative Education shall instruct the Supervisors of Attendance to determine by home visits:

1. the student who has not reported to school despite the efforts and desires of his/her parent/guardian to ensure enrollment and satisfactory daily attendance.
2. the student who has not reported to school under the inducement of his/her parent/guardian to encourage such action.

- c. Student Support Teams at all levels are hereby directed to monitor student attendance and, in cases that so require, to make referrals to the appropriate health or human/social service agencies. If outreach by the individual homeroom teacher is not successful in changing the attendance pattern of a student, the case should be referred to the Student Support Team.

- d. An Attendance Review Team must be established in every school one week after the opening of school. The initial responsibility of the Team shall be to address the issues of (1) DNR students, and (2) students whose attendance patterns in the previous school year were unacceptable. The membership of this team is at the discretion of the building administrator. The building administrator may designate the Student Support Team to serve as the Attendance Review Team.

After the third unexcused absence in any term, students at risk of failing due to absenteeism and/or truancy should be referred to the school's Attendance Review Team/Student Support Team in order to assist the students and parents in remediation of the problem. In addition, students who did not report (DNR) at the start of the school year must also be subject to investigation by the Team.

- e. Students with patterns of excessive absenteeism should be referred to Attendance Supervisors. Please see Superintendent's Circular ACA-18B: <http://www.bostonpublicschools.org/node/1525>.

GENERAL ATTENDANCE AND PUNCTUALITY PROCEDURES

1. **Principals and headmasters must designate a member of their staff who will have responsibility for coordinating and monitoring the school's attendance plan.** This person shall report directly to the building administrator concerning this effort. Monthly reports comparing attendance with that of last school year for the same timeframe will be distributed each month by the Office of Instructional and Information Technology.
2. A student is considered enrolled on the first day he/she appears. Enter an S on the first day of attendance. Students who appear after the first day of school should be entered on the date of appearance.
3. Official attendance will be taken and reported on the automated Connect-Ed attendance system by 11:00 am every day.
4. Students who arrive after the beginning of the day are tardy. They must follow established tardy procedures in order to be considered present for the day.

All students are expected to report to school on time every day. It is the policy of the Boston School Committee that tardy students must be permitted into the school building and not excluded. Headmasters and Principals are directed to (a) review their current school tardy policies, in conjunction with School Site Councils, (b) develop reasonable, non-exclusionary practices to deal with student tardiness and positive incentives to encourage punctuality, and (c) closely monitor compliance with these policies. (For the Attendance and Punctuality Policies, please see Superintendent's Circular ACA-18: <http://www.bostonpublicschools.org/node/1523>.)

School Site Councils are expected to design their rules for tardiness at their first few meetings of the 2008-09 school year and make students aware of the rules through handouts, assemblies, letters, or postings.

It is important to remember that the requirement that tardy students be admitted to school does not equal a relaxation of the rules covering attendance or tardiness. Schools must make every effort to encourage punctuality and discourage tardiness. Schools are also encouraged to distinguish between first-time offenders and repeated tardiness. In designing their school-based rules for encouraging punctuality and discouraging tardiness, School Site Councils may use the following list, which is intended to provide **suggestions**.

Suggested consequences for tardiness:

- Extra homework in the class for which the student was tardy
- Detention
- Alternate seating/location for late arrivals with supervision until the next class starts, if adult supervision is available
- After-school work with the custodian or other staff
- Loss of sports or extra-curricular privileges (for repeated tardiness)
- Loss of prom privileges (for repeated tardiness)

Suggested positive incentives for punctuality:

- Systematic, regular, and personal recognition of perfect attendance or of students who improve attendance
- Prizes for homerooms that improve their attendance or achieve perfect attendance as a group
- Prizes: T-shirts, movie passes
- Pizza parties
- Free prom tickets
- Field trips
- Awards or certificates
- Any other award that the School Site Council deems appropriate

Suggested other steps:

- Make MBTA schedules available at schools
- Post rules on tardiness and punctuality in visible locations
- Hold a conference with student and family for repeated tardiness
- Make Connect-Ed phone calls to families of students who are tardy
- Work with Student Support Teams to investigate root causes for student tardiness

5. According to School Committee policy (approved June 6, 2007), all high schools are directed to work with their School Site Councils and student representatives to establish fair and reasonable procedures to decrease student tardiness. These procedures must adhere to the following guidelines:

1. Student tardies may be linked to unexcused absences, unless the tardies are excused due to a student's disability, long-term illness or medical condition, or exercise of religious expression which has been approved by the Boston Public Schools. No fewer than three tardies and no more than eight tardies can equal one unexcused absence per marking term.
 - a. Families must be notified by telephone call or in writing of their students' tardies no later than the first unexcused absence created by student tardies, and at additional points that the high school's tardy procedures deem appropriate. Schools may follow the same guidelines for parental and family notification that already exist with excused/unexcused absences.
2. High schools' tardy procedures should explicitly detail how they plan to further involve families in working with students who exhibit excessive student tardies.

All high schools, including pilot and Horace Mann Charter Schools, are required to submit their tardy procedures with the above guidelines (and other incentives/consequences as deemed necessary by the School Site Council) to the Superintendent's Office no later than October 1 of the school year.

6. Attendance must be taken by the teacher at the beginning of every class period in middle and high schools. After comparison of period attendance with the school's daily attendance, student cuts should be noted and followed up. School-Based Rules should address the issue of cutting class.

7. Middle and high school students who are tardy should be marked absent for any class(es) they miss.
8. A student must be in attendance at least half of the school day in order to be considered present. Notations of early dismissal must be recorded with the time of dismissal and documentation indicating the reason should be kept on file in accordance with school protocol.

ATTENDANCE RECORDS

The accounting and reporting of the attendance or absence of each student assigned to a school is one of the principal's/headmaster's most critical responsibilities. Attendance record-keeping must be achieved with precision to ensure accurate accounting of each student and timely reporting to the Operational Leader, Superintendent, state and federal agencies, and the public. Every principal/headmaster is required to account for the attendance and/or absence of students and is required to investigate and take appropriate action for each absence.

NOTIFICATION TO PARENTS WHEN STUDENTS ARE ABSENT

Principals and headmasters should inform all students and parents by means of a written bulletin or newsletter at the beginning of each school year of the Attendance Policy and the basic school attendance procedures adopted by the School Site Council. This information should be sent in the language of the home.

Parents should be advised that a signed note of explanation shall be required each time a student is absent. The note should state the date(s) of the absence, the reason, the telephone number at which the parent can be contacted, if there are questions, and the parent signature. The note should be sent in on the day the student returns to school. The note must be received within **seven** school days after the absence. A sample form letter that may be shared with parents is attached (Attachment #1).

1. FIRST ABSENCE

The building administrator has responsibility to ensure that school staff notify parents by telephone of a student's absence on the first and subsequent failures to attend school. This is best accomplished by the homeroom teacher. In these conversations, parents should be reminded of (1) the need to submit a note of explanation to document the reason each time a student is absent and (2) that unexcused absences could result in academic failure.

2. SECOND AND THIRD ABSENCE

Parents must be notified in writing of a student's absence no later than the third failure to attend school (even if the absences were "excused") and on a regular basis thereafter. This notification should include the attendance requirement, the number of days missed and the number of school days in the marking period and the consequences of continued absence. **Note:** These need not be consecutive absences. This letter must be in the language of the home. Attached is a sample letter, which could be placed on school letterhead (Attachment #2).

3. THIRD UNEXCUSED ABSENCE

After the third unexcused absence, the student must be referred to the Student Support Team (SST) or the Attendance Review Team by the homeroom teacher. The team will review the case and meet to develop recommendations to assist the student. The team may invite the parent/guardian to the meeting and, at the secondary level, the student; however, if the parent/guardian does not attend the meeting, an effort must be made by the Student Service Coordinator/Facilitator to contact and discuss the case with the parent/guardian.

4. FOURTH UNEXCUSED ABSENCE

After the fourth unexcused absence in any term, a meeting shall be convened by the principal/headmaster, to which the parent shall be invited. If the school is unable to contact the parent, the Department of School Safety Services should be contacted to send a "locator" to the home. The implications of student absence from school, as well as the current academic status of the student, will be discussed at this meeting. The plan developed by the SST after the third unexcused absence should be reviewed.

5. FIFTH THROUGH SEVENTH UNEXCUSED ABSENCE

After the fifth unexcused absence, for a student younger than 16 years of age, the homeroom teacher shall fill out an Attendance Supervisor Information Card or Form. These cards/forms must be filled out completely and should detail the results of action(s) taken by the school in steps 1-4. For these guidelines, please see Superintendent's Circular ACA-18B: <http://www.bostonpublicschools.org/node/1525>.

Attachment #4 condenses the process described on pages 5-6 of this Circular. It serves as a reference document for use by staff.

Absence, tardy and early dismissal notations must be recorded in the daily attendance file as the official Massachusetts State Register. These records should be reviewed by the principal/headmaster or his/her designee on a regular basis, but no less frequently than monthly.

The student attendance record must be updated to reflect the excused absence. An excused absence is defined as an absence caused by sickness, injury, hospitalization, court appearances, religious holy days, or the death of an immediate family member. For broad guidelines on excused/unexcused absences, please see Superintendent's Circular ACA-18: <http://www.bostonpublicschools.org/node/1523>.

The school may accept other reasons for an excused absence as agreed to by the School Site Council; however, if a note of explanation is not received, the absence shall be deemed "unexcused." Parents should be informed, as part of the School-Based Rules, those reasons that are accepted as "excused" and those that are not acceptable to excuse an absence.

NOTIFICATION TO PARENTS SHOULD A CHILD LEAVE SCHOOL

1. All students must be supervised by a responsible adult at all times during the school day.
2. Should a child be noted as missing, the principal/headmaster should be notified immediately.
3. After an initial search of the school and immediate neighborhood, the parent/guardian should be notified by telephone as promptly as possible, and the appropriate departments should be notified. (See *Superintendent's Circular SAF-9, Lost Children Procedures*)

LEAVES OF ABSENCES

Schools may grant a leave of absence to students who request approval to participate in an alternative off-site educational program, the duration of which exceeds one week but is no longer than one academic year. Such leaves of absences should comply with the following guidelines:

1. The parent, the student, and the school's representative must meet before the leave begins. All-school based guidelines that ensure program quality should be explained and agreed upon by the parent and student.
2. The student shall be expected to meet the academic requirements set by the school or program attended during the leave of absence. The student must complete either an agreed-upon educational product or an examination upon return to school.

3. These guidelines must be explained to the parent and student prior to the leave of absence.
4. The off-site school or program must document the attendance of the student and submit a report to the home school at the end of the leave period.
5. The student shall be marked "constructively present" during the leave of absence and a notation made in the student's permanent record.

It is suggested that a leave of absence contract outlining these guidelines and any other school-based requirements be developed and signed by all parties – the student, the parent/guardian, and the school representative – before the leave. A copy of the contract should be given to the parent and the student, and another copy should be kept on file as part of the student's record.

WAIVERS

Only the principal/headmaster has the authority to grant a waiver from the attendance requirement. A waiver for attendance may be granted for the following reasons:

1. ***Extended documented personal illness or injury***
2. ***Modifications to a student's IEP***
3. ***Any other documented circumstance approved by the principal/headmaster***

Upon the request of a student, a principal/headmaster must review the merits of a student's case for the granting of a waiver. Requests for waivers may also be made by teachers on behalf of students.

Waivers are granted ONLY at the end of each marking period and at the end of the school year. All requests for waivers and documented evidence of the action taken must be kept on file at the school.

EXEMPTIONS

Absences due to suspensions or verified transportation problems may not be counted as an absence and/or tardy for the purpose of the attendance requirement for students. When recording attendance in student records, a distinction must be made between absences that are considered exemptions to the Attendance and Punctuality policies and those that are not.

The School Committee has directed that middle and high schools implement "no-cost" procedural alternatives to the Attendance Policy for students experiencing difficulty in meeting the attendance standard. An example of current allowable practices includes "buy-back" plans. School Site Councils interested in adopting buy-back plans must follow the procedures listed below:

1. ***A concept paper describing the proposal must be developed and endorsed by the School Site Council.***
2. ***The proposal must be forwarded to the appropriate Academic Superintendent for review.***

The buy-back plan allows students to have absences waived. Its application to targeted students should be determined at the discretion of the principal/headmaster.

HOME TUTORING

A student who, for reasons of illness, injury, or some other involuntary impediment, is unable to attend school, should be offered home tutoring. The decision to do so should be made by the school in consultation with the Office of Student Support Services. The school must document in writing all offers of home tutoring and acceptances or rejections by the parent or guardian. If a parent/guardian rejects home tutoring or other appropriate academic services for a child who will be absent for an extended period, a record of that rejection must be retained in the student's file and a 51A should be filed with the Department of Social Services (DSS).

ATTENDANCE – AGE-SPECIFIC PROCEDURES

STUDENTS 16 YEARS OF AGE OR OLDER ON OCTOBER 1ST OF THE SCHOOL YEAR

- a. By the first week of October, the principal/headmaster shall receive a printout listing each student with the designation NAS or DNR.
- b. Within one week after the receipt of the NAS or DNR printout, the principal/headmaster must contact in writing the parent/guardian of the student 16 years of age or older to inform him/her of the requirements of M.G.L. c.766, Section 207, and to request a meeting to discuss the educational implications for the student if he/she does not return to school. The principal/headmaster must reproduce and use the attached sample form letter (Attachment #3a) and submit a copy to the Director of Alternative Education within one week.
- c. The principal/headmaster must conduct the meeting at the convenience of the parent/guardian, but within the specifications of the law.
- d. If the student reports to school after the meeting with the parent/guardian, the principal/headmaster must ensure that the student is marked "S" on the attendance record.
- e. If the student does not or shall not return to school after the meeting with the parent/guardian, the principal/headmaster must request a statement of the parent/guardian on the attached sample form letter (Attachment #3b). Submit a copy of this letter to the Director of Alternative Education, and discharge the student by means of Form 625, the form for a student whose assignment within the Boston Public Schools is to be terminated, i.e., the student going to private or public school outside the City of Boston, or the unknown student whose absences have been investigated thoroughly, or the student who has "dropped out" of school. Form 625 requires:
 1. retention of one copy at the school in which the form is initiated, (for the student who is "dropping out," retention of the white and yellow copies, also).
 2. issuance of one copy to the parent/guardian of the student going to a private school or other public school system.
 3. issuance of one copy to the superintendent of the new school system. If the student has transferred to either a private school or to a charter school, this copy is sent to the principal of the new school.
- g. The principal/headmaster must discharge the student in this age group whose parent/guardian refuses to meet with the principal/headmaster or whose whereabouts cannot be determined after every attempt has been made and documented to locate the student as set forth in M.G.L. C.766, Section 207.
- h. The principal/headmaster must maintain detailed and readily accessible records for each student justifying the activation of discharge, Form 615.

STUDENTS UNDER 6 YEARS OF AGE ON OCTOBER 1ST OF THE SCHOOL YEAR

- a. Within a week after the receipt of the NAS/DNR printout, the principal/headmaster must contact in writing the parent/guardian of the student to inform him/her that a place for the student has been reserved in the educational program of the school; the parent is encouraged to insure the student's attendance; AND the student must report within one week or the student shall be discharged. Please use the form letter in Attachment #3c.

- b. If the student does not report within one week, the principal/headmaster must discharge the student according to the procedures for Form 625 detailed above. No additional communication with the parent/guardian is required.

PRINCIPALS AND HEADMASTERS SHALL NOT DISCHARGE A STUDENT BETWEEN THE AGES OF SIX AND SIXTEEN YEARS UNTIL ALL OF THE PROCEDURES NOTED ABOVE ARE COMPLETED AND UNTIL WRITTEN NOTICE IS RECEIVED FROM THE SUPERVISORS OF ATTENDANCE.

DISCHARGE CODES

- 01 TO BOSTON PAROCHIAL
- 03 TO MASSACHUSETTS PAROCHIAL, NON-BOSTON RESIDENT
- 04 TO MASSACHUSETTS PAROCHIAL, BOSTON RESIDENT
- 05 HOME-SCHOOLED
- 06 TO MASSACHUSETTS PUBLIC, BOSTON RESIDENT
- 07 TO MASSACHUSETTS PRIVATE (NON-PAROCHIAL), NON-RESIDENT
- 11 TO BOSTON PRIVATE (NON-PAROCHIAL)
- 12 TO MASSACHUSETTS PUBLIC, NON-BOSTON RESIDENT
- 13 TO MASSACHUSETTS PRIVATE SCHOOL (NON-PAROCHIAL), NON-BOSTON RESIDENT
- 14 TO OUT-OF-STATE
- 15 TO HOME (Kindergarten Only/Please note the exception.)
- 16 DEATH
- 17 GRADUATE
- 18 STUDENT REACHED MAXIMUM AGE (22 YEARS)
- 19 OUT-OF-COUNTRY
- 21 TO WORK
- 22 TO MILITARY SERVICE
- 23 TO GED
- 24 OVER 16/NO PLANS KNOWN
- 25 ILLNESS
- 26 MARRIED, PREGNANT, OR PARENTING
- 27 NON DIPLOMA EDUCATIONAL PROGRAM (NON-GED)
- 28 INCARCERATED
- 30 ADULT DIPLOMA PROGRAM
- 31 GRADE 12 – MET LOCAL REQUIREMENTS/DID NOT PASS MCAS
- 32 JOB CORPS
- 42 DISCHARGED TO CHARTER SCHOOL
- 51 REGISTERED - DID NOT REPORT
- 52 MOVED - NO FORWARDING ADDRESS
- 95 EXPELLED FROM BPS
- 96 EXPELLED FROM OTHER SCHOOL SYSTEM
- 97 MULTIPLE EXPULSIONS
- 98 RESIDENCY VIOLATION
- 99 DISCHARGED – STUDENT ID ERROR
- D1 DNR MORE THAN 8 DAYS

Attachment #1
Parent's Note for Excused Absence
See page 5

(Street)

(Section of City) (Zip Code)

(Home Telephone)

(Date)

Dear Principal/Headmaster:

The purpose of this letter is to request that you excuse the absence of my son/daughter,

_____, on _____.
(Name of Student) Date(s) of Absence

He/she was absent from school for the following reason:

I understand that he/she must make up any class work and homework missed as a result of this absence.

If you have any questions, I can be reached either at work _____ (Telephone Number) or at home _____.
(Telephone Number)

Sincerely,

(Signature of Parent/Guardian)

TO: Parent/Guardian of _____
FROM: Principal/Headmaster
DATE:
RE: Excessive Absences

Our records show that as of today, _____,
(Name of Student)
Grade _____, Room _____, has been absent from school for a total of _____
days during the current marking period. As you know, good attendance is an extremely
important factor in a student's academic progress. A student who is absent for 3 days or more in a
marking period without an acceptable written excuse signed by the parent will receive a grade in all
subjects of "NC" (no credit) for the term if s/he has otherwise earned a passing grade. If s/he has not
earned a passing grade, s/he will receive an "F" for the marking period.

Students must bring a note of explanation for absences when they return to school, or no later
than 7 days after their return. The note must indicate the reason for absence and the date(s) of absence.
In addition, please notify the school at 617-635-_____ each day that your son/daughter will be
absent.

I hope that we can work together to improve your child's attendance. If there are any special
circumstances, or if you have any questions about this or any other matter, please feel free to contact me
or _____, the member of my staff responsible for monitoring student attendance, at
617-635-_____.

Thank you for your cooperation.

NAME OF SCHOOL _____

DATE _____

REQUEST FOR MEETING

Dear _____

I am requesting that you and your son/daughter _____ meet with me within the next ten (10) school days to discuss the reasons why your son/daughter has not returned to school and the educational implications of his/her lack of attendance.

You should be aware that a student between the ages of sixteen (16) and twenty-one (21) who is planning to leave school without a diploma has a right to an evaluation in accordance with Chapter 766. If you wish, a team of evaluators will meet with you to design a special program for your son/daughter that may include:

- paid work experiences
- vocational training
- an individualized academic program
- career counseling

With this plan, your son/daughter may be able to work and receive high school credits toward a diploma. Please contact my office as soon as possible in order to set up a meeting to discuss this special educational plan. My telephone number is _____.

If you and your son/daughter should choose not to meet with me at this time, be aware that he/she has a right to apply for reassignment to another school or program, which will enable him/her to continue enrollment up to the age of 21. You may contact a Family Resource Center to apply and to obtain information regarding programs available in the Boston Public Schools.

This letter is being forwarded in accordance with M.G.L. c.76, Section 18 and in compliance with Section 207 of Chapter 766 regulations.

Sincerely,

Headmaster/Principal

NAME OF SCHOOL

DATE _____

Dear Sir/Madam,

This correspondence is to inform you that I am voluntarily withdrawing my
son/daughter _____ from the Boston Public Schools as
of _____.
(Date)

I am aware of the educational implications of this action after having consulted
with Mr./Mrs. _____, a representative of the
Boston Public Schools, in accordance with M.G.L. c.76 Section 18.

Sincerely,

Signature (Parent/Guardian)

Attachment #3c
Letter to parents of children under 6 years of age
See page 8

NAME OF SCHOOL

DATE _____

Dear _____,

This correspondence is to inform you that the Boston Public Schools designed an interesting and challenging educational program for your son/daughter _____.

We would like your child to enroll in this program as soon as possible. If for any reason, however, you do not want him/her to attend school this year, please inform my office within the next few days of your decision. If you do not enroll your son/daughter in school by _____, then we must discharge him/her from our enrollment for this school year without further notice.

Sincerely,

Principal

Attachment #4	Attendance Procedures
<p>First Absence And All Subsequent Absences</p>	<ul style="list-style-type: none"> ▪ Call the home and remind parent to send a note explaining the child's absence. ▪ Place note in file. ▪ Update attendance record. ▪ If you don't receive a note, you may send a letter to remind the parent.
<p>Second Absence</p>	<ul style="list-style-type: none"> ▪ Call the home (see above). ▪ You may send a letter outlining attendance requirements, the number of days missed, and the consequences of continued absences.
<p>Third Absence</p>	<ul style="list-style-type: none"> ▪ Call the home (see above). ▪ You must send a letter outlining attendance requirements, the number of days missed, and the consequences of continued absences. ▪ Refer student to Student Support Team. The SST will develop a plan to improve attendance.
<p>Fourth Absence</p>	<ul style="list-style-type: none"> ▪ Principal / Headmaster will meet with the parent / guardian to: Discuss the plan developed by the SST. Discuss implications of absences.
<p>Fifth Absence (elementary level)</p>	<ul style="list-style-type: none"> ▪ Homeroom Teacher will fill out an Attendance Supervisor Information Card (Form 223E and Form 223H) or an Attendance Supervisor Form (see ACA-18B, attachment #1). ▪ Attendance Supervisors will follow-up on each referral and report back to the building administrator. ▪ Principal will review the Attendance Supervisors Report. ▪ Principal will consult with the Student Support Team. ▪ Principal may refer case to the Attendance Review Panel.
<p>Fifth Absence (middle & high school level)</p>	<ul style="list-style-type: none"> ▪ Homeroom Teacher will fill out an Attendance Supervisor Information Card (Form 223E and Form 223H) or Attendance Supervisor Form (See ACA-18B, attachment #1). ▪ Attendance Supervisors will follow-up on each referral and report back to the building administrator. ▪ Principal / Headmaster will consult with the SST. ▪ Student may be referred to Community Based Juvenile Justice Program.
<p>Sixth Absence (elementary level)</p>	<ul style="list-style-type: none"> ▪ Student must be referred to the Attendance Review Panel.
<p>Sixth Absence (middle & high school)</p>	<ul style="list-style-type: none"> ▪ Student must be referred to Attendance Supervisor

For more information about this circular, contact:

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