

[Insert your logo]

# MY CHILD'S ATTENDANCE SUCCESS PLAN

- My child was present \_\_\_\_ days.
- My child was absent \_\_\_\_ days.
- My goal is to improve my child's attendance. I will ensure my child misses no more than \_\_\_\_ for the rest of the year. (*9 or fewer absences = satisfactory attendance*)

## POSSIBLE STRATEGIES TO REACH MY CHILD'S ATTENDANCE GOALS

- I will talk to my child about how going to school every day will help them do well in school and achieve their hopes and dreams
- I will keep an attendance chart at home. At the end of the week, I will recognize my child for attending school every day with \_\_\_\_\_.  
(i.e. a visit to the park, a new book, a break from doing chores, a special treat)
- I will make sure my child is in bed by \_\_\_\_ p.m. and the alarm clock is set for \_\_\_\_ a.m.
- If my child complains of a stomachache or headache, and medical concerns have been ruled out, I will send him/her to school anyway and call \_\_\_\_\_ so that he/she can check in with my child during the day.
- If my child has a cold but no fever (less than 100 degrees), I will send him/her to school anyway. If I don't have a thermometer, I will purchase or borrow one.
- I will find a relative, friend or neighbor who can take my child to school if I can't make it.
- If my child is absent, I will contact his/her teacher to find out what he/she missed.
- I will set up medical and dental appointments for weekdays after school.

To improve my child's attendance, I commit to the following:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*We will review progress to meet this goal in two months.*

Family Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_



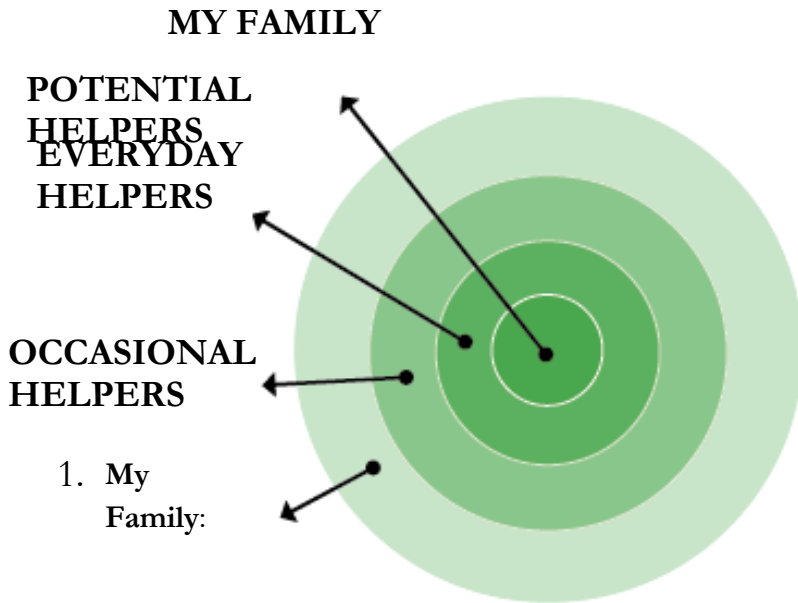
**Attendance  
Works**

Advancing Student Success By Reducing Chronic Absence

To learn more, please visit [www.attendanceworks.org](http://www.attendanceworks.org)

Adapted from materials created by [Early Works](http://www.childinst.org/our-initiatives/early-works) at Earl Boyles Elementary School in Portland, Oregon (<http://www.childinst.org/our-initiatives/early-works>)

# MY FAMILY'S HELP BANK



1. **My Family:** List who lives in your house.
2. **Everyday Helpers:** Identify who you can call on to help drop your child off or who can pick him or her up when you cannot. These are people like friends, neighbors and relatives who can help regularly.
3. **Occasional Helpers:** Identify people who probably cannot help every day, but can help in a pinch. Maybe it's a godparent, a relative or a friend who lives outside your neighborhood but can be there for short stints.
4. **Potential Helpers:** Identify people who are part of your school community, church or neighborhood who are able to help—if you ask.

1. My Family:
2. Everyday Helpers:
3. Occasional Helpers:
4. Potential Helpers:

If I need help getting my child to and from school, I will ask the following people to be our back-up:

Name: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

## 2017-2018 ACADEMIC CALENDAR

| August 2017 |     |      |     |       |     |     |
|-------------|-----|------|-----|-------|-----|-----|
| Sun         | Mon | Tues | Wed | Thurs | Fri | Sat |
|             |     | 1    | 2   | 3     | 4   | 5   |
| 6           | 7   | 8    | 9   | 10    | 11  | 12  |
| 13          | 14  | 15   | 16  | 17    | 18  | 19  |
| 20          | 21  | 22   | 23  | 24    | 25  | 26  |
| 27          | 28  | 29   | 30  | 31    |     |     |

| September 2017 |     |      |     |       |     |     |
|----------------|-----|------|-----|-------|-----|-----|
| Sun            | Mon | Tues | Wed | Thurs | Fri | Sat |
|                |     |      |     |       | 1   | 2   |
| 3              | 4   | 5    | 6   | 7     | 8   | 9   |
| 10             | 11  | 12   | 13  | 14    | 15  | 16  |
| 17             | 18  | 19   | 20  | 21    | 22  | 23  |
| 24             | 25  | 26   | 27  | 28    | 29  | 30  |

| October 2017 |     |      |     |       |     |     |
|--------------|-----|------|-----|-------|-----|-----|
| Sun          | Mon | Tues | Wed | Thurs | Fri | Sat |
| 1            | 2   | 3    | 4   | 5     | 6   | 7   |
| 8            | 9   | 10   | 11  | 12    | 13  | 14  |
| 15           | 16  | 17   | 18  | 19    | 20  | 21  |
| 22           | 23  | 24   | 25  | 26    | 27  | 28  |
| 29           | 30  | 31   |     |       |     |     |

| November 2017 |     |      |     |       |     |     |
|---------------|-----|------|-----|-------|-----|-----|
| Sun           | Mon | Tues | Wed | Thurs | Fri | Sat |
|               |     |      | 1   | 2     | 3   | 4   |
| 5             | 6   | 7    | 8   | 9     | 10  | 11  |
| 12            | 13  | 14   | 15  | 16    | 17  | 18  |
| 19            | 20  | 21   | 22  | 23    | 24  | 25  |
| 26            | 27  | 28   | 29  | 30    |     |     |

| December 2017 |     |      |     |       |     |     |
|---------------|-----|------|-----|-------|-----|-----|
| Sun           | Mon | Tues | Wed | Thurs | Fri | Sat |
|               |     |      |     |       | 1   | 2   |
| 3             | 4   | 5    | 6   | 7     | 8   | 9   |
| 10            | 11  | 12   | 13  | 14    | 15  | 16  |
| 17            | 18  | 19   | 20  | 21    | 22  | 23  |
| 24            | 25  | 26   | 27  | 28    | 29  | 30  |
| 31            |     |      |     |       |     |     |

| January 2018 |     |      |     |       |     |     |
|--------------|-----|------|-----|-------|-----|-----|
| Sun          | Mon | Tues | Wed | Thurs | Fri | Sat |
|              | 1   | 2    | 3   | 4     | 5   | 6   |
| 7            | 8   | 9    | 10  | 11    | 12  | 13  |
| 14           | 15  | 16   | 17  | 18    | 19  | 20  |
| 21           | 22  | 23   | 24  | 25    | 26  | 27  |
| 28           | 29  | 30   | 31  |       |     |     |

| February 2018 |     |      |     |       |     |     |
|---------------|-----|------|-----|-------|-----|-----|
| Sun           | Mon | Tues | Wed | Thurs | Fri | Sat |
|               |     |      |     | 1     | 2   | 3   |
| 4             | 5   | 6    | 7   | 8     | 9   | 10  |
| 11            | 12  | 13   | 14  | 15    | 16  | 17  |
| 18            | 19  | 20   | 21  | 22    | 23  | 24  |
| 25            | 26  | 27   | 28  |       |     |     |

| March 2018 |     |      |     |       |     |     |
|------------|-----|------|-----|-------|-----|-----|
| Sun        | Mon | Tues | Wed | Thurs | Fri | Sat |
|            |     |      |     | 1     | 2   | 3   |
| 4          | 5   | 6    | 7   | 8     | 9   | 10  |
| 11         | 12  | 13   | 14  | 15    | 16  | 17  |
| 18         | 19  | 20   | 21  | 22    | 23  | 24  |
| 25         | 26  | 27   | 28  | 29    | 30  | 31  |

| April 2018 |     |      |     |       |     |     |
|------------|-----|------|-----|-------|-----|-----|
| Sun        | Mon | Tues | Wed | Thurs | Fri | Sat |
| 1          | 2   | 3    | 4   | 5     | 6   | 7   |
| 8          | 9   | 10   | 11  | 12    | 13  | 14  |
| 15         | 16  | 17   | 18  | 19    | 20  | 21  |
| 22         | 23  | 24   | 25  | 26    | 27  | 28  |
| 29         | 30  |      |     |       |     |     |

| May 2018 |     |      |     |       |     |     |
|----------|-----|------|-----|-------|-----|-----|
| Sun      | Mon | Tues | Wed | Thurs | Fri | Sat |
|          |     | 1    | 2   | 3     | 4   | 5   |
| 6        | 7   | 8    | 9   | 10    | 11  | 12  |
| 13       | 14  | 15   | 16  | 17    | 18  | 19  |
| 20       | 21  | 22   | 23  | 24    | 25  | 26  |
| 27       | 28  | 29   | 30  | 31    |     |     |



**CHRONIC ABSENCE** = 18 absences  
(10% of school year)

**Warning Signs** = 10 to 17 absences

**Satisfactory Attendance** = 9 or fewer absences

- My child was present \_\_\_\_\_ days.
- My child was absent \_\_\_\_\_ days.
- My goal is to improve my child's attendance. I will ensure my child misses no more than \_\_\_\_ days for the rest of the year.