Communicating Regular Attendance with Families

Communicating the importance of regular attendance with families, early and often, can increase student attendance beginning with the first day of school. These guidelines may be used to communicate the importance of regular attendance, as well as notification of excessive absences as required by Ohio’s attendance laws.

**Mode**
Delivery by mail, email or text message. It may be a note written by a teacher or principal and sent home with the student. Consider the most effective mode for each family.

**Partnership**
Partnership: Underscore that the school and family are partners who share the same interest in the student’s success instead of the legal consequences of truancy.

**Comparison**
Utilize graphics and language to show the number of absences of the average student compared to those of other students.

**Individualized**
Consider the student’s unique needs whether it’s medical, religious, etc.

**Accumulation**
Emphasize that a couple of absences per month add up over the course of a year.

**Self-efficacy**
Highlight the parent’s influence on student absenteeism.

**Simplification**
Write in a way that is easy to understand in as few words as possible without legal jargon.