

Dear Parent/Guardian:

Date:

Attendance is a critical key component to a child’s success in reading, math, writing and social comfort. Families are busy and it can be difficult to track the frequency of absences. In an effort to keep you informed, attached is a printout of your child’s 2014-15 attendance.

I’ve also noted the last three months attendance percentage and the overall year percentage rate. Please take a moment to set a monthly attendance goal with your child and see if you can reach it!

If you have questions or could use my support in goal setting, please contact me via email at christine_mchone@ddouglas.k12.or.us or by phone at (503) 256-6500 extension 8109.

Take care,

Christine McHone, MS
Earl Boyles Elementary School
Counselor

	2014-15 Yearly Attendance Rate	Number of Absences so far this year
90-100% = Good Attendance Missing XX days or less this year		
80-89.9% = Chronic Attendance Missing XX days this year		
Less than 79.9% = Severe Attendance Missing XX or more days this year		

There are **20** days of school in December.

- 1 absence = 95% monthly attendance
- 1.5 absences = 92.5% monthly attendance
- 2 absences = 90% monthly attendance

Month	Percentage
Nov.	
Oct.	
Sept.	

The goal for my child’s attendance for the month of December is _____.