

BOSTON PUBLIC SCHOOLS



MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY
Director of Instruction
Director de Instruccion

EFRAIN TOLEDANO
Principal
Director

Date _____

Dear Parent Guardian _____

Thank you so much for being a member and partner of the Tobin K-8 School Community during SY'2017-2018. We are grateful you selected us as the school for your child and for the contribution you and your family make to our school each day.

URGENT: During SY'2017-2018, the goal is to increase the Average Daily Attendance, (ADA) from 90% to 95%. This letter is to inform you of the urgency of your child's record of attendance. As of today, your child has _____ unexcused absences and _____ tardies posted on the official BPS record.

We are collectively concerned about the impact of your child's attendance record on his/her ability to maintain achievement at or above grade level. We believe your child is very capable and should be on honor roll. As you may know, exemplary student attendance is critical to high academic achievement. We request your support in ensuring that your child is in school and on time every day.

Attendance History/Demographics:

- Name of student: _____
- ID Number: _____
- Excused Absence _____ | Unexcused: _____ | Total days: _____
- Tardy Total _____
- Phone call date 1 _____
- Phone call date 2 _____
- Attendance Letter 1 date _____
- Attendance Letter 2 date _____
- Attendance Letter 3 date _____
- Attendance meeting with family date: _____

BPS Attendance Policy:

Boston Public School's attendance policy states that a student with more than three (middle and high school) or four (elementary school) unexcused absences in a marking term, or more than 12 unexcused absences for the year, will receive a grade of NC (no credit) if the student otherwise earned a passing grade. If the student has not earned a passing grade, he or she will receive an "F" or a "I" (fail). Furthermore, any student with more than 12 absences for the school year may be retained and have to repeat their grade.

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Attendance Monitoring and Service for Families:

To achieve our Attendance Goal of 95% we will monitor and implement proactive steps below to increase and sustain school attendance.

Action Steps:

1. Parent will confirm availability and attend a meeting with teacher and school leadership to discuss impact of child's attendance record on student achievement and identify strategies to increase student attendance and learning time.

• Meeting Date _____ Meeting Time _____ am/pm.

• Parent Signature _____ Yes, I will attend
 No, I will not attend

2. Tobin educators will complete an SST Referral after 3-4 unexcused absences using the Tobin SST Referral forms posted on the Tobin online handbook | SST Tab.

3. BPS will establish Attendance Intervention Plan, (AIP) automatically on ASPEN for any student who receives a 4th unexcused daily absence (in a single grade term/semester) following the 2nd marking term (grades 6-8) or Fall Semester (Grades K-5). Educators will receive email notification when an AIP has posted for a student. **Tobin educators and staff will input/document and communicate information for parents within 3 days of the BPS Attendance Intervention Plan through ASPEN SIS.**

4. After the 8th unexcused absence within a grading term, Supervisor of Attendance, George Physic, will be assigned to the plan and will work with educators and school staff to take the case to court, if necessary. George Physic's phone number is 617-828-1574.

We hope that by writing and informing you of these policies and your child's current status that you can help your child to improve his/her attendance. Ultimately, only you, the parent/guardian of your child, can make the necessary decisions to make education a top priority in the life of your child! If we can be of any assistance, please call us at (617) 635-8393.

Thank you,
Efrain Toledano, Principal
John Holly, Director of Instruction
Cc: Courtney Maginnis, Community Field Coordinator