

The 3 Fs of Communicating with Parents about attendance:

1

The Facts

State the facts of the situation. How many days has the student been absent from your class? What does that equate to in hours of learning missed?

2

The Feels

Every student is important to the classroom culture and dynamic. When one is missing, it is not the same. Share what you enjoy (and what is missed) when the student is not at school.

3

The Follow Up

What is the next step for you and for the parent? How do you make a plan to ensure the student is in school and on their way to catching up?

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THE A-B-Cs OF STUDENT ATTENDANCE

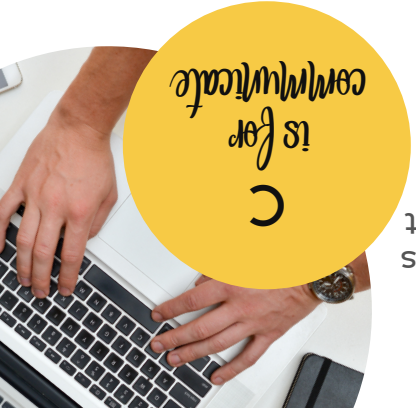
Attendance Matters

A+

An attendance guide for McAllen ISD teachers created by McAllen ISD teachers.



Open communication with students/parents is very important when developing synergistic relationships



How can I make a good first impression to my new student and parent?

- Parents and students are our customers, we must provide good customer service
- Get to know the child, find out who they are
- You have to be excited about topic you are talking about
- Presentation about self, what do you like, hobbies
- Have fun and engaging lessons
- Be creative with lessons
- Be prepared
- Show energy
- Use data to back up everything you say, document meetings with parents
- Relate with your student's parents, if needed
- Conduct home visits, if needed
- Provide structure in the classroom
- Positive phone calls, not only telling parents about what kids are not doing
- Honesty is the best policy with parents
- Consistency
- Build relationships with all students since the first day they come to your classroom

How can I get my students and parents to "Buy-In" to daily attendance?

- First of all, you must "Buy In" to what doing
- Parents must understand you are working towards a common goal, help student succeed
- How you welcome a student and dismiss a student makes a difference, even if they are late to class
- How you interact with a parent and the delivery of the message is very important
- One-to-one conferences with parents / students to create a "teamwork" mentality
- Establish relationships with parents and students
- Know the student's academic status / absence totals prior to speaking with parents
- Work with support staff members to follow up with students that are absent
- Showcase positive student accomplishments
- Develop cliff hangers, make it interesting for students to continue engaging, develop riddles, develop virtual field trips, give them reasons to login or come to school
- Provide incentives, they don't have to cost money; like extra recess or free time in the classroom
- Getting up and move around in the classroom

- Understand family dynamics
- Begin parent conferences by making a positive statement, avoid becoming defensive
- Use different techniques to provide information to parents such as: phone calls, meetings, Skyward, email, etc.
- Ask parents which form of communication they prefer
- Anytime you communicate with a parent, be transparent, show proof of absences
- Ensure there is no misinterpretation when you communicate with a parent
- Understand language barriers for both parents and students
- Provide immediate feedback to students and parents
- Return phone calls, follow up with parents
- Follow the schedule you provide to parents, be available to meet with parents to discuss areas of need
- Flexibility is key
- Be consistent with parent communication platform
- Video conference with parents
- Educate parents about the potential consequences of missing classes and the benefits of going to school.
- Identify changes in students and communicate
- Follow through with what you tell the student you will do