



October 2011

Dear Parents and Students:

The purpose of this letter is to provide you with a follow-up to the notification you received from your student's principal at the opening of the school year regarding an important change in attendance procedures. These changes are designed to strengthen the process of addressing student attendance issues and to reinforce the expectation that class attendance is critical to student learning.

To support schools in closely monitoring student absences and communicating this information with parents, a new software program is being implemented by staff in the Office of the Chief Technology Officer. This new program is an enhanced attendance module that is directly integrated into each teacher's electronic grade book (Pinnacle). As a result, this program will automatically generate a warning letter to parents when a student has three unlawful absences. In addition, a letter or e-mail notification also will be generated to inform parents when their student is at risk of failing a class unless an appeal or an attendance intervention plan is completed once a student has accumulated five unlawful absences.

This new program has been recording absences and providing Connect-Ed telephone calls to inform parents when students are absent. Additional features will become active the week of October 17, 2011. We are confident that these new features will significantly streamline the monitoring of student absences, strengthen communication and coordination with parents and students regarding class attendance, and support the development of appropriate attendance intervention plans. Please ensure that your student's school has your current home and/or e-mail addresses so you can receive timely communications from your school.

Thank you for your understanding and patience as we work to improve our attendance procedures and the supporting technology program. If you have any questions regarding your child's attendance, please contact the administrator or counselor at your high school.

Sincerely,

Frank H. Stetson
Chief School Performance Officer

Sherwin A. Collette
Chief Technology Officer

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