

## **6 KEY POINTS TO IMPROVING NOBLE'S ATTENDANCE**

Improving student attendance begins with the teachers.

PLEASE:

- 1. Call home immediately when a child is absent for three consecutive days, or when a child has frequent absences and/or tardies.**
- 2. Remind parents and students that doctor appointments should be made for after school hours.**
- 3. Record all your parent contacts on the back of the attendance card.**
- 4. Repeatedly encourage your students to have Perfect Attendance.**
- 5. Remember that when a student is in the ACT program, absences are excused only when a doctor or nurse's note is provided. (For all information received that is NOT from a doctor, please record the info on the back of the attendance card, but do NOT excuse the absence.)**
- 6. If a student's attendance has not improved after following steps 1-5, then please make a referral to me (Mrs. Broome) immediately, and I will take the additional steps needed.**

THANK YOU!!!