



**Attendance
Works**

Parent Teacher Conferences: Framing the Conversation to Build a Relationship of Trust



1

Learn

Learn about the student's family and their experience in your school or classroom. Ask how the school year is going socially and academically.

2

Share

Share positive things you've observed about the student. Share your own vision for student learning & development, including helping to put students on a pathway to success by encouraging a habit of good attendance.

3

Inform

Review attendance report with parents. Tailor your conversation to student's level of absenteeism and inform parents of possible impacts of missing school. Connect attendance back to parents' hopes and dreams for their child.

4

Discuss

Discuss the challenges parents face in getting their children to school, as well as strengths they can build upon. For chronically absent students, try to understand the barriers that are keeping their children from school.

5

**Arrive
at a Plan**

Think through strategies with parents for addressing absences and help them develop an attendance improvement plan. Offer referrals to services as needed and ask if there are other ways you can help.