Student Name

Parent/Guardian’s Name

Address

Date:

Dear (Parent/Guardian’s Name)

RE: Student Name

We want to inform you that your student has been scheduled for a Community Engagement Board.

**Appointment Details:**

* **Date:**
* **Time:**
* **Location:**

The Community Engagement Board provides an opportunity to collaborate with the district and access resources and supportive services aimed at preventing further attendance issues. By participating, our goal is to develop an attendance agreement that will support increased attendance, preventing the need for additional steps in the truancy process, including further court intervention.

I am including a list of questions for you to review. These are the types of questions that we will be looking to address to build an attendance agreement with you and your student.

**Please call with questions you may have and to confirm your attendance. (Contact information)**

Sincerely,

(Your name and contact information)