

Intradistrict Communication

DATE: September 17, 2024

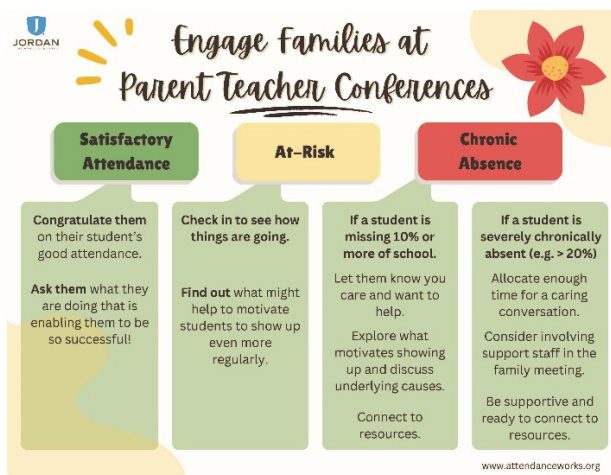
TO: Principals and Assistant Principals

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Michelle Reyes, Prevention Specialist, Student Services

SUBJECT: Making the Most of Parent Teacher Conferences & Attendance

Tailoring Conversations to Students' Attendance Status

[Parent-teacher conferences](#), or student-led conferences, can be an ideal time for teachers to talk about the importance and benefits of regular school attendance. Teachers can use this one-on-one time with families or caregivers to update them on their student's attendance and emphasize the benefits of daily attendance such as opportunities for students to connect with their peers and caring adults, participate in hands on learning, and remain on track academically. Holding parent teacher conferences twice a year provides an opportunity to establish and maintain two-way communication with families and integrate attendance into planned meetings without adding a new activity. [Here](#) is a graphic to help tailor conversations to a student's attendance status.



A Step-By-Step Guide for Teachers to Make the Most of Parent Teacher Conferences

Attendance Works, a national non-profit attendance initiative, has produced a [step-by-step guide for teachers](#) to use at parent teacher conferences to build trusting relationships with families/caregivers and learn how to partner together to help support their student.

Questions? Contact Michelle Reyes at michelle.reyes@jordandistrict.org or 801-567-8205.