

# Intradistrict Communication

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TO: Principals and Assistant Principals

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
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SUBJECT: Attendance Awareness Winter Recess Resources

## Keeping Attendance Top of Mind: Sense of Belonging is Vital

**Sense of belonging** is feeling valued, accepted, and included in a group or community, where you feel connected, you matter, and feel you are part of something bigger (**the feeling of “fitting in”**). Maslow’s Hierarchy of Needs lists belonging and being valued as one of the five key things every human needs to survive. **Adults can enlist small and simple actions, such as greeting students at the door with a smile**, to help students in your community feel a stronger sense of belonging. Belonging has been linked to greater student well being and stronger academic achievement. **This intentional investment of attention on the adult’s part can have meaningful impacts for the academics and attendance of students.** Find key points on how you can help students’ sense of belonging [here](#).

## Raising Awareness-Quick Links and Ideas

- **Short Motivational Video**-Share a short motivational video on morning announcements starring the sports legend-[Magic Johnson](#) about the importance of Attendance.
- **Social Media/Website/Newsletter Posts**-Consistently share the importance of attendance with all stakeholders. Ready-made social media post in [English](#) and [Spanish](#).
- **Holiday Letter**-Improve attendance around the winter recess by sending a letter to families encouraging good attendance. This letter template can be used in [English](#) and [Spanish](#).
- **Communicate Dates for the Break**-Make sure families know the dates school will be out for the break and when it resumes. Use the prepared resources below to post on parent square, social media, in school and teacher newsletters, on your school website, and to advertise around your school.

## Attendance Awareness Resource-Winter Recess:



**English-**  
Winter Recess Reminder  
[Facebook Post](#)  
[Instagram Post](#)

**Spanish-**  
Winter Recess Reminder  
[Facebook Post](#)  
[Instagram Post](#)

Questions? Contact Michelle Reyes at [michelle.reyes@jordandistrict.org](mailto:michelle.reyes@jordandistrict.org) or 801-567-8205.