

Los Angeles Unified School District  
**INTER-OFFICE CORRESPONDENCE**

September 18, 2009

To: Teachers and Staff

From: Kristen Harrison, Pupil Services and Attendance Counselor

Re: PSA Referrals

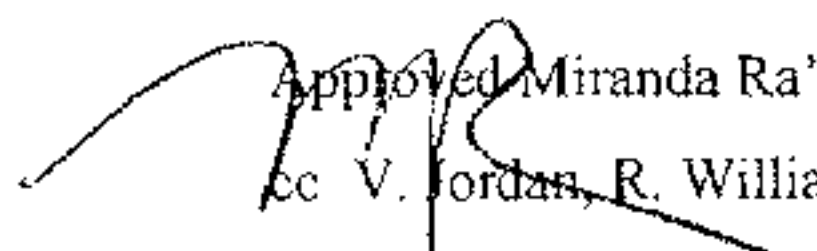
Teachers, as the new year gets under way I would like to discuss something close to my heart; attendance. We all want our students to succeed and reach their academic goals. Coming to school every day is the first step to reaching their potential. As educators, attendance is everyone's priority. Teachers are required to inform parents if their children are not attending regularly and or if they are not passing their classes. You can inform the parents either by phone calls or with letters. I have attached sample letters for you. If you have students who are not coming to class and **have attempted to resolve the problem without success**, please make a referral to me.

Please remember that ISIS **will only count a student as absent if marked absent by all 7 of his/her teachers**. It is your responsibility to take accurate and timely attendance every day for every class. Please make every effort to do this as it makes it easier for all us. Due to inaccurate attendance taking, it has been extremely difficult to obtain an accurate student absence list and therefore **I will continue to work on a referral basis only**. Do not assume the attendance office or myself are aware of your students' absences. Please refer students with excessive absences to me. I have attached referrals. However, you can also come by my office, call my extension x2249, or write them a pass to see me.

Attached please find; attendance referrals, sample absence letters, sample absence notes for students with uncleared absences.

Thank you. I look forward to working with you,

Kristen Harrison, PSAC

 Approved Miranda Ra'oof, Principal

cc V. Jordan, R. Williams, G. Hughes, and B. Esquivel