



every day counts

ATTEND TODAY -
ACHIEVE TOMORROW!

Getting in Touch with Hard-to-Reach Parents & Guardians

Often, it is difficult to make and maintain contact with the parent or guardian of students who are chronically absent. Here are some tips that may be helpful when trying to get in touch.

Keep Updated Records

- ✓ At the beginning of each school year, make sure a new emergency card is filled out AND that the updated information is recorded in your computer system.
- ✓ When meeting with parents at a conference, SST, SART or other setting, make it a practice to ask the parent if the address, phone number and e-mail address are current and update any changes with the school office.
- ✓ When parents fill out forms for the school (for free/reduced lunch; permission slips; after-school programs; sports programs, etc.) make note of the address, e-mail and phone number provided.

Try More Than One Method

Increasingly, communication can come in many forms. If letters are returned as undeliverable, don't give up!

- ✓ Try calling AND texting to all phone numbers provided by the parent. If a phone number is turned off the day you try calling, give it a try a few days later. Often cell phones will not accept calls if bills are overdue, but the number will be active again later in the week or month.
- ✓ Use e-mail and social media. Does the family have a Facebook page or Twitter account where you could send a message?
- ✓ Make a home visit to the last known address; often a landlord or neighbor will be a great source of information.

Be Creative in Who You Call; Cast a Wide Net

If all else has failed, you may want to think about other people who could help you contact the parent or guardian.

- ✓ Ask the student where he/she is living and if there is a working phone number
- ✓ Check to see if there are siblings in the school district and contact them
- ✓ Call all of the contacts listed on the emergency card
- ✓ Contact the student's doctor's office and ask for help in reaching the family
- ✓ Reach out to the school community—does the family attend a local church, participate in sports or other activities? Enlist the community to help you
- ✓ Does the parent receive public assistance? If so, a social worker may be able to help you locate the family.
- ✓ Speak to your school resource officer to find out if law enforcement can partner in contacting the parent.

For more information, visit our website at: atschool.alcoda.org

