

LOS ANGELES UNIFIED SCHOOL DISTRICT
INTER-OFFICE CORRESPONDENCE

TO: , Principal **DATE:**
 , PSA Coordinator
 , AIC Lead Counselor

FROM: , Attendance Improvement Counselor **LD:**

SUBJECT: ATTENDANCE IMPROVEMENT PROGRAM SUMMARY OF SERVICES

As the Attendance Improvement Counselor at [SCHOOL NAME] it is my pleasure to report the services provided from [MM/DD/YY] to [MM/DD/YY]. Below you will find a delineation of services by goal for the [# ENROLLED] students enrolled in [TARGETED GRADE LEVEL].

2010-11 Grade Level Performance	2011-12 Performance Goal	2011-12 Current Performance Meter
%	%	%

Goal 1: Attendance and Dropout Prevention Plan			
Support a Comprehensive, Viable Attendance and Dropout Prevention Team and Plan			
Activity Description	Frequency (Daily, Weekly, Monthly)	*Date (MM/DD/YY)	Number Served
Goal 2: Teaching Attendance			
Demonstrate Increased Staff, Student and Parent Awareness of Attendance Expectations and Performance Meter Goals			
Activity Description	Frequency (Daily, Weekly, Monthly)	*Date (MM/DD/YY)	Number Served
Goal 3: Prevention Strategies			
Demonstrate an Increased Use of Prevention and Intervention Programs			
Activity Description	Frequency (Daily, Weekly, Monthly)	*Date (MM/DD/YY)	Number Served

**Provide a date for the following items: formal parent meetings/classroom presentations; communications w/stakeholders (letters, newsletters, ConnectED messages; school weekly/monthly bulletin; school website; assemblies; professional development meetings).*

Supporting documents, including but not limited to, my attendance improvement implementation plan, monthly data profiles, meeting agendas, presentations, newsletters, flyers, parent/staff letters, memos, meeting sign-in sheets and ConnectEd reports are available for review in my Summary of Services Binder.