



# Woodlake Elementary Community Charter

*A School for Advanced Studies*

Los Angeles Unified School District, Educational Service Center - Northwest

23231 Hatteras St., Woodland Hills, California 91367

Telephone (818) 347-7097

Fax (818) 883-3953

[www.woodlakeelementary.org](http://www.woodlakeelementary.org)

**Michelle King**

Superintendent of Schools

**Joseph Nacorda**

Instructional Area Interim

Superintendent - Northwest

**Mario Thompson**

Principal

## *“Educating the Whole Child”*

August 24, 2017

Dear Parents/Guardians,

As we begin this school year, we look forward to working with you to ensure your child’s success. You play a vital role in your child’s life both in and outside of school. Excellent school attendance paves the way for academic achievement. **The LAUSD goal is for all students to attend school 96% of the time or better, having no more than 5-7 absences per school year.** Please ensure that your child attends every day, on time and for the full length of the school day.

Unverified absences may result in your child being classified as truant. A truant is defined by the State of California as any student with 3 unexcused absences or tardies in excess of 30 minutes or combination thereof in one school year. California Education Code section (E.C.) 48260 requires school districts to notify parents when their child is classified as truant. LAUSD has automated the Initial Truancy Letter to notify parents/guardians in a timely manner. To avoid your child being classified as a truant, you must submit a note or documentation for all absences, tardies and early leaves to the designated school office. If a note is not received within 10 days following the absence, the absence will be marked as unexcused.

Here are some suggestions to help you and your child establish positive attendance habits:

- Create morning and evening routines
- Make sure your child gets enough sleep and a nutritious breakfast each day
- Schedule all appointments for your child after school, on weekends or during student’s vacation or holidays, if possible
- Post school calendars and schedules in a visible place
- Plan family vacations for non-school days only
- Help your child develop a positive attitude toward school and learning by encouraging him/her to participate in school activities
- Communicate often with your child’s teachers and request assignments missed during absences
- Please inform us of any issues that may be affecting your child’s attendance, including chronic health conditions

We look forward to partnering with you to make sure that your child is successful at school. We are available to offer support and guidance to address any issues that prevent your child from attending school regularly.

Sincerely,

Mario Thompson, Principal

Araksya Danielyan, PSA Counselor