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Dear CHS Families,

Welcome back! You are receiving this letter as a courtesy to explain the attendance protocol of Centennial High School and Anoka County. Regular attendance sets the foundation for a successful school experience and a strong work ethic. It is both the responsibility of the parent/guardian and the student to make school attendance a priority. We know that students who attend school regularly tend to have better grades and more positive outcomes.

The Centennial High School Attendance Program is a supportive program. It is designed to assist families in making adjustments to improve school attendance to prevent a Truancy Petition to the Anoka County Health and Human Services. If your student has more than ten (10) unexcused absences or excessive excused absences, a referral will be made by the school. If you have any concerns about your student’s attendance, please contact the Student Assistance Coordinator at Centennial High School or your student’s counselor:

Dani Bevins	Student Assistance Coordinator	763-792-5005	dbevins@isd12.org
Heather Trettel	Counselor (A-E/ Y-Z)	763-792-5010	htrettel@isd12.org
Kelli Hillestad	Counselor (F-K)	763-792-5025	khillestad@isd12.org
Sarah DiMartino	Counselor (L-Q)	763-792-5019	sdimartino@isd12.org
Angie Law	Counselor (R-X)	763-792-5009	alaw@isd12.org
Carylon Blucker	Students with IEP	763-792-5214	cblucker@isd12.org

Please review the chart below regarding the steps to address attendance concerns. A copy of the school district handbook is available to all parents/guardians. Additionally, parents should review the building student handbooks and review the attendance policies of their student’s school.

Absence	Action
Three (3) or more Unexcused absences	Letter from CHS
Seven (7) or more Unexcused absences	Email from school, Student meeting with School counselor or Case Manager
Ten (10) or more Unexcused absences	Students are assigned to attend an Attendance Intervention Meeting (AIM) during LEAP A & B on Fridays. (Notice will be sent to student and parent)
Over Ten (11+) unexcused absences	Following AIM students who continue to be absent will be referred to the Truancy Program of the county in which they reside.

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If your student is absent from school, please complete the absence request tool in the campus [parent portal](#). Parents and guardians can use the Absence Request tool to submit a request that informs the office *in advance* when their student is not going to be in school. After the request is processed, Campus creates an attendance record for the student. Make-up work is expected to be completed. Please see the information below regarding the classification of absences.

ALL requests MUST be completed by a parent or guardian or the absence will be recorded as unexcused.

- **School Authorized Absences**- official religious holidays, death in the immediate family.
- **Excused Absences**- illnesses, family emergencies, pre-arranged absences, inclement weather. ***Families should prioritize scheduling appointments and family vacations outside of school hours or when school is not in session.***
- **Unexcused Absences**- car troubles, oversleeping, babysitting.

We look forward to partnering with you in this effort to keep your student attending school each day. Please feel free to reach out at any time with questions or concerns.

Sincerely,
Centennial High School, Administration