In this folder you will find examples of forms and handouts that could be included in a Welcome Packet for students and parent/guardian(s) at Community Truancy Board meetings. This is not an exhaustive list, and if you have recommendations or forms you would like to add to this folder, please email a copy or link to [ctbresources@gmail.com](mailto:ctbresources@gmail.com). Thank you!

Below is a checklist of the items, along with descriptions and additional information.

* Guide to Understanding the Becca Law
* Attendance Works handouts - Additional handouts and translations can be found at: <http://www.attendanceworks.org/resources/handouts-for-families/>
  + Elementary Handout - English
  + Elementary Handout - Spanish
  + Secondary Handout - English
  + Secondary Handout - Spanish
* Your School/District Attendance Policy
* “My Attendance Intervention Team Contact List” - Help students and/or parent/guardian(s) complete this form before they leave the CTB. This is a place to keep all of their important attendance and school related contact information.
* “Attendance Intervention Appointment Planner” - Help students and/or parent/guardian(s) write any upcoming attendance conferences or school related meetings on this worksheet.

If you have additional questions or comments, please contact:

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