**NSCC Co-op**

**Sample Missed Meeting Notice**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We missed you at our last parent meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your presence at the monthly parent meetings allows you to give input into decisions, ensures good communication, eases gathering of monthly fees, and enables us to better understand and thus support one another. In addition, our affiliation with North Seattle Community College requires that each parent spend a certain number of hours in parent education, which is part of each parent meeting. Attendance at the monthly parent meeting is mandatory, as noted on your Parent Agreement; however, we acknowledge that circumstances occasionally make it impossible to attend.

**Please read the minutes of the meeting** to find out what was covered during parent education and the parent meeting, and then **notify the secretary** that you have read the minutes. Let the secretary know if you have any questions.

**Please check in with the Parent Education Instructor** to find out what you missed and how to get the handouts. If this meeting is the first you have missed during this academic year, then no further action is required.

**For any missed meeting beyond the first one, a make-up activity is required.** Our affiliation with North Seattle Community College requires that parents participate in parent education “homework” to fulfill their college class and Parent Agreement requirements for this meeting.

**Please check one of these boxes before signing and returning this form to the secretary:**

**\_\_\_\_ I want this missed meeting to count as my first (and only) missed meeting for this academic year.**

**\_\_\_\_ I plan to make up for this missed meeting by completing a Parent Education assignment as indicated below. Make-up work should be coordinated with our Parent Education Instructor**. Some ideas to consider that have worked well for others are:

* Reviewing a magazine article or book on an early childhood education topic of interest to you and submitting a brief summary via an email to the class;
* Attending a PAC Lecture (offered quarterly) or other parent education event in the community and sharing what you learned via an email to the class;
* Working with the Parent Education Instructor to develop a written plan to deal with a parenting challenge and sharing a brief summary via email to the class.

Please indicate your plan on this form after conferring with your Parent Education Instructor, sign and return to the secretary before the next parent meeting. **Be sure to notify the secretary when your make-up activity has been completed. The class secretary reports to the board and Parent Education Instructor regarding missed meetings.**

Parent’s signature Date