**2023-2024 Attendance Plan**

* **The Attendance Committee includes the following faculty/staff at school:**
* School Social Worker- Cameron Gates
* Attendance Secretary- Elizabeth Wine
* Assistant Principal – Kendrick Cleckley
* Parent Family Engagement Specialist – Katrina Love

**Weekly Attendance Committee Meetings will focus on the following:**

* Students with Attendance Issues
* Review of PowerSchool Reports (SC 38, SC 41)
* Review of updated AIP/Court Order list
* Students with other issues that need follow-up
* Attendance Awareness Activities
* Student Withdrawals
* A Standard Committee Agenda will be followed for all meetings. The main objectives are to review new students on Attendance Reports and review the status of those who already have an AIP and/or Court order to ensure that interventions are in place. The Attendance Secretary will provide reports at each meeting. Keeping minutes can be rotated during each Attendance Committee meeting.
* **The Attendance Committee will meet each Tuesday of the week at 10:00 am in the Guidance Office. The meetings are scheduled for the entire year on Tuesdays. (Social Worker)** Will provide Truancy SC 41 reports and Chronic Absentee SC 38 reports for every meeting.
* A letter explaining students having five (5) or more unexcused absences, which will include the date for Attendance Intervention Plan will be mailed to the parent, by **Attendance Secretary** a minimum of one week prior to the scheduled date.
* Once letters are mailed students will have five (2) school days to provide excuses for unexcused absences during the current marking period only. Attendance Secretary will re-code days for students that bring in excuses for absences by the Monday prior to the weekly attendance meetings.
* Students identified will be coded in PowerSchool as Truant, Chronically Truant and/or Habitually Truant by Attendance Secretary.
* Once an AIP has been completed the original document along with any letters sent will be filed by the Attendance Secretary in the students’ attendance folder.