

# Secondary Attendance Flow Chart



## Step 1: Attendance problem identified

Teacher contacts parent (phone, e-mail, in-person) with attendance concerns. Teacher and parent formulate plan to address attendance problem. Use attendance resource page: [tinyurl.com/DSDattendance](http://tinyurl.com/DSDattendance).

Teacher documents contact and plan in Encore interventions screen. If cannot make contact, document in interventions and move to step 2.

Teacher may use attendance resources to address obstacles to attendance: [www.davis.k12.ut.us/departments/student-family-resources/truancyattendance](http://www.davis.k12.ut.us/departments/student-family-resources/truancyattendance)



## Step 2: First letter

Teacher will identify students with attendance problems.

Teacher will email the first of three attendance letters, located in Encore (Attendance Letter School Controls menu)



## Step 3: Second letter

Teacher will refer attendance problem to administration. Administrator/attendance secretary contacts guardian by phone, e-mail, or in person. Admin. meets with guardian, and teacher and counselor (if possible) to discuss attendance concerns.

Administrator reviews previous recorded interventions, from steps 1 and 2, and effectiveness, and formulates specific plan with guardian to address attendance. A home visit may be necessary for this meeting.

Administrator hand delivers, mail, or e-mails the second of three attendance letters, located in Encore., and documents this in interventions screen.



## Step 4: Parent meeting with LCMT

Administrator invites parents to meet with LCMT (admin, teacher(s), counselor(s), tracker, school psych, special ed, resource officer).

Discuss with guardian/student what is working/not working. Review previous plans and effects of those plans. Determine further plan with commitment of all team members to help student attend school regularly.

Document meeting and plan in Interventions/Encore. Administrator will also hand deliver, mail, or e-mail the third of three attendance letters (located in Encore). Administrator may use court truancy mediator or DCFS may be contacted for educational neglect.



## Step 5: Compulsory attendance referral

Administration will submit the case to Student and Family Resources using the following link to access DSD secondary compulsory attendance referral: [www.davis.k12.ut.us/departments/student-family-resources/truancyattendance](http://www.davis.k12.ut.us/departments/student-family-resources/truancyattendance).

Fill out form indicating all previous interventions and response to those interventions and submit form to student and family resources department for attendance consultation. Document in interventions/Encore.