

AT PALMDALE PREP ACADEMY ATTENDANCE MATTERS

**PREVENTING DISENGAGEMENT PLAN BEGINS FOLLOWING 3
ABSENCES IN A WEEK!**

STEP 1

**TEACHER WILL REACH
OUT TO PROVIDE
SUPPORT**

STEP 2

**OFFICE STAFF WILL REACH
OUT TO PROVIDE
SUPPORT**

STEP 3

**COUNSELOR WILL
CONTACT FAMILY TO
PROVIDE SUPPORT**

STEP 4

**ADMIN WILL CONTACT
FAMILY TO PROVIDE
SUPPORT**

STEP 5

**REFERRAL TO COMMUNITY
ATTENDANCE WORKER**

**ATTENDANCE IS CRITICAL TO STUDENT ACHIEVEMENT! PLEASE CONTACT
US IF YOU NEED HELP! 661- 274-4619 ACADEMYPREPJUNIORHIGH.ORG**