

# *AT KNIGHT 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- 456-4711 [ACADEMYPREPJUNIORHIGH.ORG](http://ACADEMYPREPJUNIORHIGH.ORG)**