



DISTRICT RESPONSE WHEN A STUDENT MISSES SCHOOL

PARENTS AND GUARDIANS SHOULD EXPECT TO HEAR FROM SCHOOL TEAMS. When a student is absent from school, the school staff will make every effort to find out why the student is absent. Each school shall follow the outlined tiered approach to supporting students who are absent from school.

When a student is absent from school, the parent/ guardian can expect:

Tier 1:

- All Students: Daily automated calls regarding attendance from schools via Parent Square.
- Any Students with historically Poor Attendance/Chronic Absenteeism: In addition to the automated call, the student will receive a call and/or email from school-based staff for the purpose of information gathering, messaging around the importance of regular attendance, and to seek a commitment to attend beginning the next school day.
- Any student absent for 2 consecutive days, without communication by parent/guardian, in addition to the automated call should expect to hear from school staff to discuss absences.
- **Students Absent Three Consecutive Days**: In addition to the automated call, the student will receive a call from a building administrator for the purpose of information gathering, messaging around the importance of regular attendance, and to seek a commitment to attend beginning the next school day.

If contact is not made OR once a student has been absent for 10% of the school year, a referral will be made to the school Student Support Team or Attendance Team for a personal student intervention and incentive plan to foster school attendance.

- If the actions listed above are unsuccessful and/or absences continue, the following actions will be taken.

Tier II:

Students Absent Four Consecutive Days (Unaccounted For): When the Attendance Officer/SAC/school counselor is able to meet with student(s) and family, a personal student intervention and incentive plan to foster school attendance will be created.

- If the building administrator/attendance officer is unable to reach the student or family and the student is still unaccounted for, an unscheduled home visit will be made by the Attendance Officer, and potentially SAC or school counselor.

If the Attendance Officer/SAC/school counselor is unable to meet with the student and family, a Tier III referral will be made.



Tier III:

Students Absent Five Consecutive Days (Unaccounted For):

- At the request of building leadership, SROs may conduct safety and wellness checks for unaccounted students. (This is mandatory for students who have not made contact or have not been seen for 5 consecutive school days.)
- Staff may file a 51A with DCF (this is not mandatory, but an option to be considered by the administrative team).
- Attendance officers can make additional unannounced home visits to the homes of unaccounted students.

Should All School Interventions Fail:

Attendance officers may file an Adult Failure to Cause School Attendance complaint against the Parent/guardian when elementary students (6 yrs old and up) with 7 unexcused days or in a 6 month period.

School Attendance Officers can initiate court action in the form of a CRA on middle and high school students (up to age 16) with:

- 9 or more unexcused absences in a quarter
- 11 or more unexcused absences in a trimester