

School Attendance Improvement Plan (SAIP) Initial Meeting Date:

Name of student:	Date of Birth:	Grade Level:
Address:		Special Needs:
Phone Number:		Medical/Health Concerns:
Name of Parent/Guardian: Address:		Name of Parent/Guardian: Address:
Phone Number (S): Email Address:		Phone Number (S): Email Address:
School District: State College Area School District		
Building: Address: Phone number: Attendance Secretary:		
Meetings Schedule By:	Date: Results:	Via: phone / email
Administrator's Name Email	Counselor's Name: Email:	Home and School Visitor: Name: Cindy Sergeant Phone: 814-272-8225 Email: ces31@scasd.org

Participates:

Who attended the meeting, role and relationship to the student:

Attendance Record:

Absence Date	Written Excuse Provided? Y -N	Absence Code	Reason Provided, # of Parental excuses and/or any action steps
Example	Yes No	Excused Unexcused	Sick, 16.5 parental excuse No note, 4th unexcused absence - 1st offense letter sent:
3.			
4.			
5.			

6.			
7.			
8.			

Primary Concerns and Solutions:

Goal(s): To increase attendance and to focus on academic success.		
Primary Concerns/Actions/Needs:	Identified Solution(s)	Responsible Party (ies):
has had unexcused absences, parent excused, doctor's excused, late unexcused, late excused and covid excused	will comply with the compulsory school attendance law by turning in all written parental and doctor's excuses within 3 days for all absences. By providing written parental excuses, parents can verify 17 absences per school year. At this time, written parental excuses have been provided, therefore; more parental excuses can be turned in. Any additional absences will have to be verified by a written doctor's excuse.	Student, Guardian(s), Administrator, School Counselor, SW, HSV, Regular or Special Ed Teacher, Community Provider etc Completion Date:
1st offense letter was . SAIP was scheduled for and parents did or did not participate.	Any additional unexcused will result in a criminal complaint being filed in the local magistrates office.	Student, Guardian(s), Administrator, HSV and MDJ Completion Date:
		Student, Guardian, etc Completion Date:

Strengths of the Student/Family/School:

Description	Relevance to the Plan

General Information Regarding Family, Habits and Routines:

1. Are there siblings, step or half-siblings, or other children or young adults in the home?
2. With whom does the student live during the week?
3. Bedtime is at? Wake up?
4. Means of transportation?
5.

Benefits for compliance:

1. Complying with the compulsory school attendance laws will lead to academic success.
2. Complying with the compulsory school attendance will prevent any legal actions with the District Magistrate Court.
3.

Consequences for non-compliance:

1. There is a direct correlation between academic success and attendance. Therefore, by not complying with the compulsory school attendance law there is an increased risk of academic struggles.
2. Non-compliance of compulsory school attendance will lead to legal actions. Any unexcused absences after the TEP meeting will result in the 2nd offense being filed with the District Magistrate Court on a weekly basis.
3. If a criminal complaint is filed in the Magistrate Court, criminal changes will show up on a criminal background check.

Date(s) for Follow-up Outcomes Meeting: _____

For questions, concerns or difficulties implementing this plan or if the roles of each party is unclear, contact () prior to the scheduled progress meeting.

This section is to be completed during follow up meetings with the team

Updates meeting on:	Next Steps:

This SAIP was created collaboratively to assist the student in improving attendance, to enlist the support of parent/guardian and to document the school's attempt to provide resources to promote student success.

Signatures	Date:
Student:	
Parent or Guardian:	
School Administrator/Dean:	
School Counselor:	
Classroom Teacher:	
School Psychologist:	
Home and School Visitor:	
Transitional Coordinator:	
School Nurse:	
Social Worker:	
Emotional/Learning Support and/or Special Education Teacher:	
Other:	
Other:	