



Student Attendance Intervention Plan

Truant Plan	Date:
Attendance Success Plan	Date:
Tardy Plan	Date:

Students Name		
First: _____	Middle: _____	Last: _____
Date of Birth: / /	Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Ethnicity: Black: <input type="checkbox"/> White: <input type="checkbox"/> Hispanic: <input type="checkbox"/> Other: <input type="checkbox"/>

Grade: _____	District Attendance Office Referral Date: _____	IEP: Yes <input type="checkbox"/> No <input type="checkbox"/>
School: _____	DSS Referral Date: _____	SAO: Yes <input type="checkbox"/> No <input type="checkbox"/> Exp. Date: _____

Parent/Guardian Name: _____

Address:

Street
City
State
Zip

Mailing Address (if different):

Street
City
State
Zip

Contact Numbers:	
Home: () -	Work: () -
Mobile: () -	Emergency/Other: () -

S.C. Code Section 59-65-10 states that failure to ensure that your child attends school is a criminal offense and subjects **YOU** to criminal prosecution, to a fine of no more than fifty dollars (\$50) and possible jail sentence of no more than thirty (30) days. Understand that each day's absence shall be considered a separate offense.



Attendance Success Plan (non-truant students only)

Totals: FROM THE BEGINNING OF THE SCHOOL UNTIL CURRENT DATE						
Excused Absences:	Unexcused Absences:	Unexcused Tardies:	ISS Days:	OSS Days:	Total Days Missed:	As of: / /

Reasons for absences/tardies: Three(3) consecutive and five (5) sporadic absences mandate a need for an Attendance Intervention Plan. This student has been absent on the following dates and reasons:

What actions will be taken by the Parent/Guardian, Student, and School to resolve continued absences/tardies?

Parent/Guardian Response:

Student Response:

School Response:

Signatures:	Print Name	Signature	Date
School Personnel			
Student			
Parent/Guardian			



Truant Plan

Totals: FROM THE BEGINNING OF THE SCHOOL UNTIL CURRENT DATE						
Excused Absences:	Unexcused Absences:	Unexcused Tardies:	ISS Days:	OSS Days:	Total Days Missed:	As of:
						/ /

Reasons for unlawful absences/tardies: Three(3) consecutive and five (5) sporadic absences mandate a need for an Attendance Intervention Plan. This student has been absent on the following dates and reasons:

What actions will be taken by the Parent/Guardian or student to resolve continued unlawful absences/tardies?

Parent/Guardian Response:

Student Response:

School Response:



Note: Use this section to follow up, document updates, and refer to Attendance Supervisor if needed.

Date: / /	Results of actions taken by parent/guardian and student to resolve causes of unlawful absences/tardies: <i>(Please document as results occur.)</i>
Parent/Guardian Response:	
Student Response:	

Date: / /	Results of actions taken by School Personnel to assist the family in resolving unlawful absences/tardies: <i>(Please document as results occur.)</i>

Total Absences/Tardies AT THE TIME OF REFERRAL TO DISTRICT ATTENDANCE SUPERVISOR:						
Excused:	Unexcused:	Unexcused Tardies:	ISS Days:	OSS Days:	Total Days Missed:	As of: / /
						/ /

Important: If more space is needed for documentation, please use additional sheets of paper and attach them.

