

SPED "No Show" ATTENDANCE PROCEDURE

For students in special education that do not attend school 8/4/2025- 8/15/25

1. **DO NOT DROP.**

The Attendance Clerk and Case Manager will attempt to make contact with parents and/or other listed emergency contacts regarding the whereabouts of the student and will document attempts on a communication log.

- At least 3 attempts to contact the parents should be made
 - Contact should include phone calls, emails, and/or general US mail. (at least two different types)
 - All attempts documented in Aeries
2. After **10 consecutive days** of non-attendance and no contact with family/student, the school site administration team will conduct a **home visit**. This should be coordinated with the Truancy Coordinator.
- If a home visit yields information of an abandoned/empty house, then site may immediately disenroll student and log all previous attempts of contact into Aeries.
 - If a home visit yields potential residents, **DO NOT DROP**. SARB process will commence. The student's case manager will notify their program specialist (PS). The PS will send the parent a Prior Written Notice (PWN).

For situations when student in special education is not attending school, yet still resides at the residence listed in AERIES

- A. **The school site will initiate the SARB process.**
- B. The Case Manager will schedule an IEP meeting to address attendance concerns. An attendance goal and/or other IEP accommodations or supports should be considered.
- C. The PS will draft a PWN that will inform parents/guardians that TUSD stands ready to provide special education services. This PWN will be sent via US general mail monthly after the home visit.
- D. After two months of non-attendance, the PS will move the student to their SEIS account and remove the student from the Case Manager's SEIS account.
- E. If the whereabouts of the student is known and he/she is not attending, the **student may not be dropped in AERIES**. The SARB process must be followed.

For situations where parents have notified the school that they are moving to another school district:

- A. Case Manager will inform Attendance Clerk of the move and the last day of attendance.
- B. The Attendance Clerk will drop the student in AERIES immediately.
- C. The Case Manager will request that the student be dropped in SEIS. The Case Manager should ensure they are using the appropriate drop-down menu option: "Student has moved to another district or SELPA."