



ATTENDANCE PROTOCOL

UNDER 16 YEARS OF AGE



STUDENT / PARENT / GUARDIAN
Signs Attendance Notification Letter in Student Handbooks

LEVEL OF ABSENCES	SCHOOL-LEVEL INTERVENTIONS (LED BY SCHOOL)	3-DAY LETTERS (DISTRICT LEVEL)	DISTRICT-LEVEL INTERVENTIONS (LED BY DISTRICT / CENTRAL OFFICE)	EXCUSED ABSENCES (DISTRICT LEVEL)
3 UNEXCUSED AND EXCUSED ABSENCES 	Teacher or identified staff makes contact with parent/guardian regarding the student's absence	 Automated 3-Day Letter emailed to parent/guardian		 3 Day Letter emailed to parent/guardian
5 UNEXCUSED ABSENCES 	- School attempts parent contact (phone/email) - Documents parent contact attempts in Infinite Campus		 5-Day Letter 5 Day Letter sent via automated email (Central Office) - Standing Order sent via email (Central Office) - School Social Worker(SSW) completes attendance Monitoring Report - After two reasonable attempts to notify parent/guardian, a written notice sent via certified mail with a return receipt requested	
5-8 UNEXCUSED ABSENCES 	- The teacher will notify support staff of the student with 5 consecutive absences - Continuous attendance monitoring through Infinite Campus, attendance reports, and AnalyticVue		 Monitor Attendance Through Attendance Monitoring Report (District Level) Monitor attendance through Attendance Monitoring Report	
10 UNEXCUSED ABSENCES 	Formal SSW referral completed		 Parent Truancy Meeting District Level - Parent Truancy Meeting - SSW initiates Truancy Action Plan - SSW conducts an Attendance Needs Assessment	
10-15 UNEXCUSED ABSENCES 	- Attendance Review Team (ART) meeting held to review attendance - School team develops school level and student intervention plan - Student intervention plan is shared with parent		 SSW Develops and Monitors Student Attendance Interventions	
16+ UNEXCUSED ABSENCES 	Prepare and submit documentation required for court		 Juvenile Court Intervention (District Level) - Juvenile Court Intervention - Juvenile Court Complaint filed - Coordinates with legal and community partners as appropriate	

School - Wide Attendance Supports & Resources



School Wide Attendance Interventions (15% or More Chronic Absenteeism Rate)

Any School with a 15% or more chronic absenteeism rate will implement a:
School Attendance Improvement Plan (SAIP)

SAIP INCLUDES



District Attendance Review Team (DART) reviews attendance with schools



Provide recommendations and additional resources/support



Plan documented and progress monitored



School Social Worker (SSW) develops and monitors student attendance interventions



Monthly Attendance Review Team meeting to review data analysis and attendance Trends



Identification of root causes



School-wide attendance goals



Tiered interventions strategies



Staff accountability measures



Ongoing progress monitoring

DISTRICT SUPPORT:



District provides guidance, oversight, and monitoring



Regular review of attendance data

ACRONYM KEY/LEGEND



ART-Attendance Review Team



DART- District Attendance Team



SSW- School Social Worker



TAP- Truancy Action Plan



IAIP- Individual Attendance Intervention Plan



SAIP- Student Attendance Intervention Plan

KEY TERMS



Chronic Absenteeism

Missing 10% or more of school days



Unexcused Absence:

Absence without an approved reason or excuse