Attendance Intervention Process

Example

# Step 1: Campus

Begins at **3 unexcused absences** and continues throughout the school year.

* Automated phone calls generated daily
* Warning letter generated after 3 unexcused absences
* Consistent positive engagement from teachers and staff with students and families
* Document all efforts

Includes: school messenger, teachers, campus staff

# Step 2: Campus

Begins at **5 unexcused absences** and continues throughout the school year

* 90% warning letter/2nd warning letter is generated
* Absence Occurrence Report is run weekly at 5 absences to begin attendance interventions
* Designated campus attendance support specialist (Assistant Principal, Attendance clerk, Parent Liaison) contacts parents regarding absences
* Continue to support each family as the next step is implemented
* Document all efforts.

Includes: teachers, campus staff, including attendance staff, counselors

# Step 3: Campus Administrators

Begins at **8 unexcused absences** and continues throughout the school year

* Campus Assistant Principal meets with the student/family
* Collaborate with student, family, teachers, school staff (as well as outside school resources) to address barriers
* Truancy Prevention Measures (TPM) plan is implemented with student/family
* If all efforts have been exhausted and fail to meaningfully address attendance, a referral to district-level attendance specialist will be generated
* Document all efforts.

Includes: Campus administrator, designated staff, district-level attendance specialist

# Step 4: District-Level Attendance Specialist

Begins after **11 unexcused absences** if all attempts at addressing attendance have been exhausted, all efforts and interventions have been documented, and follow up has been completed/documented.

* District-level attendance specialist will begin district level interventions with the family
* Works with the family to identify and mitigate root causes of poor attendance
* If all efforts have failed to meaningfully address attendance, a court case will be considered.

Includes: District-level attendance specialist, community resources

# Step 5: Court

Court intervention occurs after all campus- and district-based interventions have been implemented and failed to meaningfully address school attendance.

* All other steps continue throughout the school year
* At no point will the student stop receiving interventions
* Communication with family continues the entire school year
* Positive engagement continues in effort to motivate and encourage the student throughout the year and including when the student is involved with the court.