



## ATTENDANCE PROCESS FOR TRACKING AND REPORTING 4 OR MORE ABSENCES

### **4 Days –Excused or Unexcused**

School – staff contact parent/guardian either via phone, email, or in person – this contact needs to be documented in the communication contact log. This contact can be made by any school staff (e.g. attendance clerk, teacher or school administrator).

School - start an attendance file (separate from cumulative file) for the student with above documentation and any attendance documentation received to date (e.g. medical notes, etc). This file will be used to collect the attendance documentation if a student should continue through this process.

### **7 Days – Excused or Unexcused (“First Letter”)**

School - send first formal letter sent to parent/guardian either electronically or hard copy. A copy of the letter should be printed and placed in the attendance file that was started at 4 absences. **This letter is available in Infinite Campus or via-hard copy attached to this packet.**

Attendance Clerk - continue to keep any attendance documents received (e.g. notes, medical notes, etc.) in the attendance file started in the first step of the process.

School Administrator - begin to think about scheduling a meeting with the potential invitees such as counselor, parents, students, problem solving team or administration to discuss the attendance concerns before the student reaches the next level of intervention needed in the next level of the process. If a meeting is held, these meeting notes should be placed in the student’s attendance file started in the first step of the process.

### **10 Days – Excused or Unexcused (“Medical Letter”)**

School - send Medical Letter home to parent/guardian either electronically or hard copy. A copy of the letter should be printed and placed in the student’s attendance file started in the first step of this process. **This letter is available in Infinite Campus or via-hard copy attached to this packet.**

Attendance Clerk – Medical notes should be placed in the student’s attendance file created in the first step of this process.

School Administrator – schedule meeting with parent/guardian and other potential invitees such as administrators, student, counselor teachers, and truancy to develop an attendance contract. Attendance contract and notes from meeting should be placed in the student’s attendance file. The attendance contract is available in Infinite Campus or via-hard copy attached to this packet.

### **11+ Days and/or Attendance Contract Violated – Excused or Unexcused**

The school will send the student’s attendance file to the designated truancy officer once the student reaches this level. The truancy specialist will review the file to determine how best to move forward with how to compel the student’s attendance in school.