



### ATTENDANCE INTERVENTION PROTOCOLS

- NOTE:**
1. Every teacher must take attendance for every student in every class or class period during the first 15 minutes.
  2. Each step replicates, and builds on previous actions and interventions.
  3. Each step must be specifically documented.
  4. Each school shall designate a certificated staff member for case management.

#### Advanced or Proficient 96%+ attendance

1<sup>st</sup>- 7<sup>th</sup>  
Absence

- Designate appropriate staff member(s) to make personal phone calls to parent/guardian when students are absent and notify the parent/guardian that they have 10 days to clear the absence.
- Document reason(s) for absence and expected date of return.
- Ensure Blackboard Connect notifies parents twice a day of student absences.
- Assign staff to verify accuracy of all contact numbers and update disconnected/wrong numbers.
- Obtain day-time phone numbers, including cell phones, and e-mail addresses and update new information on MiSiS.
- Refer the family to appropriate school-based and/or social service agencies.

#### Basic 92% - 95%

8<sup>th</sup>- 15<sup>th</sup>  
Absence

- Encourage classroom teacher to call home to inquire about student absences.
- Send e-mail messages, if available and appropriate letter to parent/guardian for any unverified/unexcused absences.
- Consult with school-based PSA Counselor, when available.
- Designate a staff member to be responsible to review and clear absences.
- Evaluation list for the Automated Notification of Truancy (NOT) letters (REF-5464.3).
- Refer the family to appropriate school-based and/or social service agencies.

#### Below Basic 87% - 91%

16<sup>th</sup> - 24<sup>th</sup>  
Absence

- Consult with school-based PSA Counselor, when available, regarding appropriateness of home visitation and/or case management.
- Refer to the [Attendance and Dropout Prevention Plan](#) for specific strategies on case management.
- Designate a staff member to mail Truancy Letter #2 –request and schedule parent/guardian conference to review student’s records and to develop an intervention plan/contract.
- Refer the family to appropriate school-based and/or social service agencies.

#### Far Below Basic 87% + attendance

25<sup>th</sup> +  
Absence

- Designate a school staff member to review prior absences to discern existing patterns (attendance, graduation and suspension reports).
- Monitor students with excessive absences.
- Follow up with PSA Counselor or other staff member responsible for case management for updated information on case.
- Refer student to \*SST, \*COST, \*ACT and \*SART.
- Consult with District/City Attorney program staff where partnership exists.
- Conduct group informational meeting with school staff regarding tracking, monitoring, and case management of students with excessive absences.
- Hold assemblies for parents/guardians of chronically absent students.
- Designate a staff member to mail Habitual Truancy Re-classification Letter #3.

- Refer the family to appropriate school-based and/or social service agencies.
- Bring student’s case to the District Resource Panel. Panel offers additional resources and screens case for SARB.
- Refer the student to \*SARB. Referral must include documentation of all interventions.

\*SST Student Success Team  
 COST Coordination of Services Team  
 SART School Attendance Review Team  
 ACT Abolish Chronic Truancy  
 SARB School Attendance Review Board