

GREENE COUNTY SCHOOL SYSTEM

School Attendance Review Meeting Report

Student Name: _____
Grade: _____

School: _____
Date: _____

School attendance review is a school based attendance intervention that includes the parent, principal, and other persons as deemed appropriate. The purpose of the team is to create an understanding of the importance of regular school attendance to prepare the student for responsibility and success in life beyond school. The second goal is to identify those obstacles that are preventing regular and timely attendance, and to create strategies that will overcome those concerns. Finally, the school will seek a commitment from various parties to engage in specific actions designed to improve the student’s attendance at school.

Underlying causes may include, but are not limited to, health concerns, family concerns, mental health problems, learning disabilities, disciplinary problems, drug/alcohol abuse, gang related problems, peer/friend problems, problems with a classmate or teacher, bullying, harassment, supervision problem, transportation, lack of interest, and/or employment/financial issue.

List dates of previous communication: _____
Please attach notes from previous communications.

Underlying Cause	Strategy

Additional plans to improve school attendance: _____

The parent and student signed below agree to:

1. Attend school regularly and on time;
2. Abide by school rules and regulations;
3. Obtain medical notes when the student is absent.

Student’s Signature

Parent/Guardian’s Signature

Administrator

Team Member