

SCS Attendance & Truancy Process

CONSIDERATIONS:

- Is interpreter needed? Do Spanish forms need to be mailed?
- Is the family MV?
- Is there a custody order? Notify both parents of violation of School Attendance Law.
- Is the child medically fragile?
- Policy Code 4050 states that documentation for absences must be submitted within 2 days of the child returning to school.
- Only 2 days will be excused for absences resulting from head lice, unless a doctor's note excuses additional days.
- Deliver feeder school's attendance reports for students with 10 or more unexcused absences from previous school year.

TIER 1

0-5 Days Absences Excused & Unexcused

Teacher Responsibilities:

- **Between 3rd and 5th student absences**, contact parent(s)/guardian via phone call, text or email & document.
- **Submit any and all parent/doctor notes** to school data manager immediately upon student's return to school.
- When facilitating a parent/guardian conference, **give parent a copy of the student's attendance report.**

Data Manager Responsibilities:

- **At 3 Days Unexcused** – Mail 3 day unexcused letter to parent/guardian.
- **By fourth week of school** – Mail the following to parent/guardian whose child had 10 or more **Unexcused** absences the previous school year:
 - **“Back to School Attendance Letter”**
 - Copy of Attendance Brochure
 - Last school year's Attendance Summary.
- Collect all parent/doctor notes from teacher promptly and stamp with date received.

TIER 2

6-9 Days Unexcused

Teacher Responsibilities:

- **At student's 6th absence**, contact parent(s)/guardian via phone call, text or email & document.

Data Manager Responsibilities:

- **After accumulating more than 6 absences, not excused by a doctor's note– Mail** the following to parent(s)/guardian:
 - Required Doctor's Note Letter
- **At 6 Days Unexcused – Mail** the following to parent(s)/guardian:
 - 6 day unexcused letter
 - Copy of Attendance Brochure
 - Student Attendance Summary
 - "How sick is too sick for school" document

School Social Worker Responsibilities:

- **At 6 Days Unexcused** – Consult with **school nurse** to determine if absences are due to medical reasons.
- Contact **Parent(s)/Guardian** to explore barriers to school attendance and refer to community resources as needed.
- **Review student historical data**...grades, behavioral incidents, attendance in PowerSchool.
- Consider **Attendance Conference Agreement** b/t school, student and parent(s)/guardian.

TIER 3:

10 Days Unexcused

Principal or AP Responsibilities:

- Contact student & parent(s)/guardian & schedule conference, to include school social worker.
- Communicate with parent(s)/guardian & document.
- Help student obtain missing assignments & schedule test make-up.
- Help student with make-up work assignments and deadlines and email the information to parent.

Data Manager Responsibilities:

- **Mail** the following to parent(s)/guardian:
 - 10 day unexcused letter
 - Student Attendance Summary

School Social Worker Responsibilities:

- Consider **Home visit** with School Administrator, if there has been no contact with parent(s)/guardian.

11-15 Days Unexcused

School Social Worker Responsibilities:

- **Continue to monitor**, if progress is being made.
- **Consider filing NC Attendance Law Violation or Juvenile Court Referral**, if attendance issues has not improved.

20 Total Absence (Excused and Unexcused)

School Social Worker Responsibilities:

- School Social Worker will **retrieve information** from the Data Manager to submit to the Director of Student Services, to provide to the Superintendent.

By June 30th of the current school year, Data Manager prints all student's attendance reports with 10 or more unexcused absences in preparation to send a back to school attendance letter in September of the next school year. Please include 5th and 8th graders. School social workers will contact receiving feeder schools of students and will deliver attendance reports.