

Daniel-McKee Alternative School Attendance Intervention Plan

Tier I – 5 Unexcused Absences – Administrator and Attendance Secretary

- Attendance Secretary notifies administrator of students who have 5 unexcused absences and mails truancy letters.
- Administrator schedules attendance contract meeting with parent/guardian(s) to discuss strategies to improve attendance and determine how follow-up will occur.
- Attendance contract signed by parent, student, and administrator.
- Follow-up documented on log in attendance file.
- All Tier 1 documentation is provided to School Counselor as ground work for Tier 2.

Tier II – 10 Unexcused Absences – School Counselor and Attendance Secretary

- Attendance Secretary mails 10 Unexcused Absences Letter to parent/guardian.
- Attendance Secretary notifies School Counselor of students who have 10 unexcused absences.
- School Counselor conducts and documents individual attendance assessment to identify barriers and interventions to improve attendance. Document is signed by administrator, parent/guardian, student, and school counselor.
- School counselor documents follow up on attendance assessment document.

Tier III – Attendance Secretary and Internal Truancy Board

- Attendance Secretary mails 15 Unexcused Absences Letter to parent/guardian.
- Attendance Secretary notifies administration of students who have 15 unexcused absences.
- District truancy officer is notified.
- Internal Truancy Board meets to review truancy case and identify any other strategies to improve attendance. Referrals are made as recommended by board.

If Tier III interventions are unsuccessful, it could result in the filing of a petition and and/or criminal summons in the local court jurisdiction.