Note: Pattern of absences/engagement is considered throughout the process.

Daily Attendance Reporting Absences

- Attendance Clerk calls home if parent/guardian has not called in to Safe Arrival, or if a pattern exists that warrants a phone call home.
- Parents may check their child's attendance by accessing Parent Portal.
- Students who have a previous history of chronic absenteeism will receive a home visit/Zoom Visit over the summer from a community partner.

Initial Absences

- If student exhibits pattern of absence and/or lack of engagement with remote/hybrid learning, a supportive conversation with student takes place.
- •3rd absence within a month, Classroom Teacher(s)/Team initiates direct contact with parent or guardian via phone, text, email, or Remind App.
- Teacher/Team documents date, time of contact and result of contact in School Tool Global Notes.

5-7 Cumulative Absences

- Building mails home initial letter (Note:
 All attendance letters go in schooltool.)
- Attendance clerk informs nurse of any medical issues reported to her.
- •If parents do not respond to letter, attendance clerk calls and may request a home visit/Zoom Visit if unable to make contact with parents/guardians.
- Building documents in School Tool Global Notes contact or visit
- •Home visit/Zoom Visit if history of chronic absenteeism.

Attendance does not improve

- •Counselor/Social Worker/Teacher(s) discusses need to Zoom with Parents, and if necessary, requests a meeting with Parent and Student to discuss attendance and determine any needesupport Decision communiated to building administrator.
- Building administrator consults with community partners to support family.
- Meeting and/or discussion is documented by Counselor/Social Worker in Schooltool Global notes.
- •Check-In, Check-Out Process considered.

10 Cumulative Absences

- Building mails home 10-Day letter in which Building Administrator schedules a Zoom with the parent and student, and may include teacher, community partners, mentors, social worker, etc as appropriate.
- Review Attendance Process and support; consider Tier II intervention.
- Review Parents legal obligation to have child at school (under 17).
- Building Administrator documents meeting outcomes in School Tool Global Notes.

Attendance does not improve

- Guidance Counselor, Social Worker, Teacher(s) and Community Partners confer with Building Administration about student attendance and possible revisions to the supports being provided to the family.
- •Tier II and III interventions.
- •Initiate meeting with DSS caseworkers, if not already occurred.
- Refer to Check-In. Check-Out Process.

15 Cumulative Absences

- •Mail 15-day letter.
- •District and Community partners conduct a Home Visit/Zoom Visit.
- Building Principal or designee follows up the letter with a phone call that a) explains the Laws governing student attendance and parental responsibility; and, b) the next steps in the process in the event attendance does not improve (i.e., Attendance Hearings, CPS, PINS program).

Attendance does not improve

- Contact DSS for possible PINS diversion if parent has not filed own PINS.
- If parents do not respond, possible contact with ACCORD- Determined to Succeed Program or Child Protective Services for Educational Neglect.
- •Other Tier III interventions considered.

20 Cummulative Absences

- Hand Deliver 20-day letter.
- •Tier III interventions implemented by building.
- Building Administrator, Teacher(s), Guidance Counselor/Social Worker notified.

Attendance does not improve

- PINS Petition filed by the Director of Attednance and Pupil Services with Department of Social Services if no response or improvement.
- Referral to Child Protective Services for Educational Neglect.
- Building Administration/Guidance
 Counselor/Social Worker notified, and action
 taken noted in Schooltool Global notes.