ATTENDANCE PROCESS

POSITIVE ATTENDANCE

School/Teacher Promotes Positive Attendance

TEACHER CONTACT

Parent -Teacher Contact if Evidence of Attendance Problems



SITE LETTER

Attendance Staff, on behalf of administration, sends Letter of Concern (1st Truancy Notification) (EC 48260)



SITE COMMUNICATION & DOCUMENTATION

School site schedules an AST or an SST, or an IEP meeting with parent and student to discuss habitual truant or chronic absentees. Invite Student Services to attend and implement interventions to Support Positive Attendance and Behavior (EC 48262)



NO IMPROVEMENT



IMPROVEMENT

INTERVENTIONS PROVIDED

Monitor Improvement, PBIS Check Ins/Positive Reinforcement, Weekly Meetings & Referrals to Community Resources (Counseling, Parent Ed., etc.) Recognition of Attendance Improvement



STUDENT SERVICES REFERRAL

Referral to Student Services & Attendance Specialist *Form #2 (additional forms for SPED Form #3) Student Services attendance conference at District Office (EC 48263). Review Placement & Community Resources



SARB Meeting (may include referral to District Attorney Truancy Mediation) (EC 48263.5)



Referral back to the District Attorney to file for Prosecution (EC 48263.5(B))