

Attendance Procedures

	1st INTERVENTION:	2nd INTERVENTION:	3rd INTERVENTION:	4th INTERVENTION:
ABSENCES (Excused & Unexcused)	Teacher contacts parent/guardian between 1-5 absences and documents it under contact log in IC	Counselor or Admin contacts parent/guardian between 6-10 absences and documents it under contact log in IC. *10 day letter is sent and documented under PLP in IC by Guidance Clerk.	Counselor refers to SSW between 11-12 absences. SSW will address the concern accordingly.	SSW will contact parent/guardian at 15+ days to discuss medical notes or other forms of documentation to verify absences as excused. SSW may also send for truancy review.
UNEXCUSED ABSENCES	Teacher contacts parent/guardian between 1-5 absences and documents it under contact log in IC. *5 day letter is send and documented under PLP in IC by Guidance Clerk.	Counselor or Admin contacts parent/guardian between 6-10 absences and documents it under contact log in IC. *10 day letter is sent and documented under PLP in IC by Guidance Clerk.	Counselor refers to SSW between 11-12 absences. SSW will contact parent/guardian for attendance support team meeting.	SSW will bring case for truancy review to determine if court is necessary at 15+ absences.

**Students under Compulsory Attendance age should not be withdrawn for lack of attendance prior to a referral to the SSW.

**Once a student has been absence 10 days, additional documentation may be required to validate an absence as excused.

**Parent notes will be accepted for up to 10 absences and within 5 days of the student's return to school.