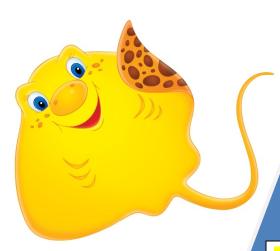
### **Central Elementary**

# Home of the Stingrays Attendance



#### Level 3 Intensive 16 + Days

\*Day 20+ Work with the DOJ to determine if there are additional services or supports needed for the family (without medical concerns)
\*Day 16 third family contact/meeting to request permission to communicate with doctor regarding ongoing health condition

Trigger to move to Tier 3 is the 16+ absence without doctor's explanation for absences

#### <u>Level 2</u> Targeted 10+ Days Absent

- \*Day 13-15 (without medical documentation) counselor and/or administrator to discuss continued attendance concern, interventions, and next steps
- \*Day 12 Counselor will visit with student and create an intervention plan (follow-up, check-ins and recognize improved attendance in a positive manner) and care team referral is made
- \*Day 11 Request for medical documentation
- \*Day 10 Parent contact made regarding absences and /or tardies to offer support for attendance

Triggers to move to Tier 2 is the 10th absence (without doctor's explanation for absences)

## <u>Level 1</u> Universal Supports 0-9 Days Absent

- \*Attendance policy, school calendar, and daily schedule to all families online
- \*Principal's monthly newsletters includes attendance policy and attendance information
- \*Daily attendance calls for all unreported absences
- \*Communication between teachers, counselors, and administration when student's attendance becomes a concern
- \*Create a watch list of students from the previous year who were close to being under 90%
- \*District attendance letter sent home quarterly
- \*Meeting or phone call to families regarding absences/tardies if situation warrants an issue or becomes a concern