

Model Student Attendance Intervention Plan

The purpose of the Student Attendance Intervention Plan is to identify the reason(s) for a student's truancy, document the previous steps taken by the school to address the student's truancy problem, and develop the plans necessary to improve the student's future attendance.

Conference Date: _____

Identification Information

Student's Name: _____ DOB: _____

School: _____

Address: _____

Parent/Legal Guardian: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Work Phone: (____) _____ Emergency Phone: (____) _____

Student Attendance History (*days absent, past problems, previous schools, etc.*):

South Carolina law requires schools to take measures to assist the student and his/her family in resolving an attendance problem. Documentation of these interventions is necessary and should include dates as well as comments. The following school personnel should be utilized in the intervention process:

Designated Intervention Team Leader: _____

Intervention Planning Participants:

- Parent/Guardian (1): _____
 - Parent/Guardian (2): _____
 - Teacher: _____
 - Counselor: _____
 - Principal: _____
 - Special Education Teacher (if applicable): _____
 - Special Education Liaison (if applicable): _____
 - School Nurse (if applicable) _____
 - Psychologist: _____
 - School Attendance Designee: _____
- Other: _____

1. **What are the reasons for the students unlawful absences?** (check all that apply)

Transportation Issue

- Too far to go
- No money for transportation
- No reliable means of getting to school

Academic/School Issue

- Problems with teacher or other school personnel
- Poor academic performance
- School discipline
- Suspended from school

Social Issue

- Gender intimidation
- Gang activity
- Financial issues
- Difficult peer relationships
- Bullying
- Personal Relationships

Student Characteristics:

- Low Achievement
- Low Attendance
- High Failure Rate
- Parenthood

Safety Issue

- Surrounding neighborhood not safe
- School not safe
- Gangs
- School problem

Home Issue

- Tending to younger siblings
- Parent/Guardian not well
- Physical, sexual abuse in home
- Substance abuse in home
- Homeless
- Domestic violence
- Runaway
- Date violence
- Neglect
- Student is also a parent

Health Issue

- Pregnancy
- Lacking medical care/immunizations
- Medical problems
- Substance abuse
- Disability
- Mental Illness

Other:

- Credit Deficiencies
- Discipline Referral
- Drug/Alcohol Problem

- Health-Related Issues
- Other: _____

Please specify the details of the attendance problem(s) checked above and describe any applicable problems not listed above. What are the student's strengths, interests, hobbies?

What has motivated the student to come to school in the past?

What can currently motivate the student to come to school?

2. **Collaborative recommendations of the student, parent/guardian, and school personnel to solve the attendance problem:**

3. **Actions to be taken by the parent(s)/guardian(s) to resolve the causes of the unlawful absences:**

- The parent will make sure that the student is up and prepared for school each day.
- The parent will make sure the student has transportation to and from school each day.
- The parent will send written and/or medical excuses when student is absent for a valid reason.
- The parent will notify the school by phone or note when the student is absent.
- Other: _____

4. **Actions to be taken by the student to resolve the causes of the unlawful absences:**

- The student will take the necessary steps to ensure that he/she is awake and ready for school.
- The student will attend school daily and be absent only for lawful reasons.
- The student will provide written and/or medical excuses for all lawful absences.
- The student has signed an attendance contract (see attached).
- Other: _____

5. **Actions to be taken by intervention team members:**

- Develop an Attendance Intervention Plan.
- Monitor student's attendance at school.
- Review and update the Attendance Intervention Plan as appropriate.
- Refer the student to school administration for additional follow-up by the district Attendance Officer.
- Other: _____

6. **Actions to be taken in the event unlawful absences continue:**

- School officials will review and update the Attendance Intervention Plan.
- School officials will contact the parent by letter or phone to notify them of the continued absences.
- School officials will refer the student to _____ for continued non-attendance.
- Student will be referred to the appropriate outside agency (e.g., DSS, DJJ) for intervention.
- Other: _____

7. **Referrals have been made to the following service providers and alternative school and community-based programs:**

- _____
- _____
- _____
- _____

8. **The next meeting to review progress of attendance improvement recommendations will be held on:** _____
9. **Weekly attendance will be monitored by:** _____
10. **Guidelines for making revisions to the intervention plan:** (See attached)

Plan Approval Date

Student's Signature

Parent/Guardian's Signature

School Official's Signature

Parent/Guardian's Signature

Conference Contact Documentation

1st Attempt to Contact Parent/Guardian Successful? Yes No
 Date: _____
 Phone Call E-mail Other: _____
 Letter Certified Letter

2nd Attempt to Contact Parent/Guardian Successful? Yes No
 Date: _____
 Phone Call E-mail Other: _____
 Letter Certified Letter

3rd Attempt to Contact Parent/Guardian Successful? Yes No
 Date: _____
 Phone Call E-mail Other: _____
 Letter Certified Letter

This intervention plan was adapted from a similar document found in "Guidelines for Improved Student Attendance and Truancy Prevention" developed by Chicago Public Schools' Office of Instruction and School Management.