

**STUDENT ATTENDANCE IMPROVEMENT  
PLANNING GUIDE**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

School Based Case Manager: \_\_\_\_\_ Planning Date: \_\_\_\_\_

**TIER I PRIMARY PREVENTION: Grade Level Team Meetings**

Select possible next steps

**DATE**

- \_\_\_\_\_ Notify parent in writing regarding the child's absence rate. (Unexcused, excused, total absence rate and tardy rate) Put the child's attendance in perspective in terms of the school's concern.
- \_\_\_\_\_ Teacher calls parent and documents academic impact of absences.
- \_\_\_\_\_ Attendance secretary or automatic calling system reminds parent of student's absence.
- \_\_\_\_\_ School counselor calls parent to discuss absences.
- \_\_\_\_\_ Administrator calls parent to discuss absences.
- \_\_\_\_\_ Consult with school nurse if absences are illness related
- \_\_\_\_\_ If absences are illness related, check file for absence notes. Are there MD notes or just parent notes?
- \_\_\_\_\_ Nurse, as appropriate, calls parent to discuss illness related absences.
- \_\_\_\_\_ Nurse gets Authorization to Consult with MD if absences are illness related.
- \_\_\_\_\_ Teacher/parent conference to discuss absences.
- \_\_\_\_\_ Teacher documents impact of absences in report card comments.
- \_\_\_\_\_ Teacher/child conference to discuss absences.
- \_\_\_\_\_ School counselor/parent conference to discuss absences.
- \_\_\_\_\_ School counselor/student conference to discuss absences.
- \_\_\_\_\_ Administrator conference with parent to discuss absences.
- \_\_\_\_\_ Administrator/student conference to discuss absences.
- \_\_\_\_\_ Consultation with pupil personnel worker if no improvement occurs in attendance.

**TIER II FOCUSED INTERVENTION; Coordinated Student Services Team Mtg**

**Select possible next steps**

**DATE**

- \_\_\_\_\_ Review school records: cum, confidential, health. Attempt to discover why student is absent. Attempt to identify any resources such as a grandparent or aunt who could support attendance.
- \_\_\_\_\_ Review sibling's attendance. Do all children have poor attendance? Are there young children at home? Are there older siblings who may drive?
- \_\_\_\_\_ Develop a Student Attendance Plan with school based case manager. Note the interventions that have already been tried and documented.
- \_\_\_\_\_ Grade level intervention such as possible schedule changes, team compliments for attendance improvement or rewards.
- \_\_\_\_\_ Continue to send letters to parents informing them of child's attendance rate.
- \_\_\_\_\_ Educational Management Team discussion/action items relating absences to behavior or academic needs.
- \_\_\_\_\_ FBA/BIP School Avoidance
- \_\_\_\_\_ Alternative transportation: Ride On; neighbor; walk; cab
- \_\_\_\_\_ Consult with HOC for possible supports with transportation or family assistance.
- \_\_\_\_\_ Referral to agencies: CINS, CPS, MC Collaboration Council; Beh Health Fred etc
- \_\_\_\_\_ Flexible schedule/abbreviated schedule/baby steps to expand.
- \_\_\_\_\_ Mentoring.
- \_\_\_\_\_ Counseling attendance support group.
- \_\_\_\_\_ Attendance Buddy.
- \_\_\_\_\_ Attendance Wake up call plan.
- \_\_\_\_\_ Attendance Incentive Contract.
- \_\_\_\_\_ Attendance Improvement Recognition/Certificate.
- \_\_\_\_\_ Attendance Improvement Postcard Recognition
- \_\_\_\_\_ Alternative I Program for middle school students. (Student self- monitors attendance)
- \_\_\_\_\_ Principal Request for MD note from parent for chronic health related absences.
- \_\_\_\_\_ PPW sends parent email with video attendance link
- \_\_\_\_\_ PPW Peer Review Consult.
- \_\_\_\_\_ PPW/school counselor home visits.
- \_\_\_\_\_ PPW provides the parent with:
  - 2015 Maryland State Compulsory Attendance Law age 17/18
  - The definition of Habitual Truant
  - MCPS Reg JEA-RA: Student Attendance
  - BOE Policy IKA: Grading & Reporting High School Attendance Interventions 2011
  - Lawful vs. Unlawful Absences
- \_\_\_\_\_ PPW describes the following to parent:
  - Attendance Matters Project
  - Truancy Review Board for 20%+ unexcused absences

**TIER III INTENSE INTERVENTION; School and PPW**

Select possible next steps

DATE

- \_\_\_\_\_ Attendance Matters packet completed and signed by principal/ppw and forwarded to Steve Neff, Director I Division of Pupil Personnel Services to schedule case.
- \_\_\_\_\_ PPW presents case at Attendance Matters Panel; follow up letter sent to parents.
- \_\_\_\_\_ Alternative II packet prepared for middle school students who have been in Alternative I and forwarded to Alternative Programs for consideration of Alternative Middle School at Blair Ewing Center following calendar dates delineated.
- \_\_\_\_\_ Continue to send letters to parents informing them of their child's attendance rate.
- \_\_\_\_\_ 20%+ Deb Berner/Principal letter sent out for 1<sup>st</sup> Semester or 2<sup>nd</sup> Semester.
- \_\_\_\_\_ Truancy Review Board Referral Form completed and signed by principal, ppw and Steve Neff, Director I Division of Pupil Personnel Services to schedule case.
- \_\_\_\_\_ PPW, Administration present case at Truancy Review Board
- \_\_\_\_\_ Truancy Review Board delineates attendance contract, recommends continue to monitor attendance and return to TRB and/or refers case to State's Attorney for court hearing.
- \_\_\_\_\_ PPW manages case at court level and/or monitors attendance for TRB.