

**SENNETT MIDDLE SCHOOL
ATTENDANCE MONITORING PROCESS**

Steps	Responsible Party
For repeated absences from prior academic year, send out 94% letter during 1 st month of school	Social Workers & Health Office Assistant
Student is absent; parent calls in excuse or sends a note	Student/Parent
Daily attendance is printed and placed in HR, support services mailboxes <ul style="list-style-type: none"> • ALC should provide office a copy of daily log so that attendance information is accurate • Classroom attendance is scanned and skip calls are based on scanned information 	Office Staff & ALC Supervisor
Review attendance daily <ul style="list-style-type: none"> 📞 Make follow-up call for any unexcused absences 📞 Document results (date & time of call, who you spoke with, reason for absence) on the daily attendance form and return to office staff 📞 Any extended absences should be brought to the nurse's attention 	Nurse & Health Office Assistant
Update AS400—disseminate all forms to appropriate support services staff	Office Staff
Review, file and complete follow-up requested.	SST Staff in collaboration with EEN Teacher if appropriate
Print AS400 report on unexcused absences from previous week to be reviewed at weekly SST meeting; fill out misconduct forms and give to ALC supervisor; extended absences are to be brought to the nurse's attention.	Attendance Social Worker- this process will be more fully developed for 06-07
Follow-up phone call and/or home visit is conducted for extended absences of students whose parents have not made contact with school. 3 days with out contact from a family requires a home visit.	Nurse and/or Social Worker
Receive absence misconducts, call students from class during Home Base on M-W-F and inform them of their misconduct.	ALC supervisor

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Complete warning letters at 5 absences and, after ruling out family vacations and prolonged illness at weekly SST meetings, send medical excuse requirement letter at 10 days absence and inform main office so they can update their list. Log all interventions in excel spread sheet and share information with appropriate staff. Copies of all letters in cumulative file	Attendance Social Worker(s) & assistance from Health Office on clerical tasks
Students who have 5 full or partial UNEXCUSED absences will be tagged Habitually Truant by AS 400. Check Truancy list every Monday and mail legally required letter to parents to schedule truancy meetings as appropriate.	Attendance Social Worker (s) and/or Nurse, Principal/Assistance Principal
Hold Truancy meetings with parent(s) and student and develop a plan for improvement and open communication between home and school. If parents do not attend meeting, send them letter reminding them that we will continue to monitor attendance and inviting them to reschedule the meeting.	Principals & Appropriate support staff
If absences persist after Truancy meeting, discuss student at SST and with parent and decide whether to file a truancy petition.	
<p>Tardy Interventions:</p> <p>1 tardy = green slip and point deduction</p> <p>3 tardies in one week= misconduct and means a lunch detention.</p> <p>Missed lunch detention= 2 lunch detentions</p> <p>More missed lunch detention = after school detention</p>	Home room teachers and ALC Supervisor