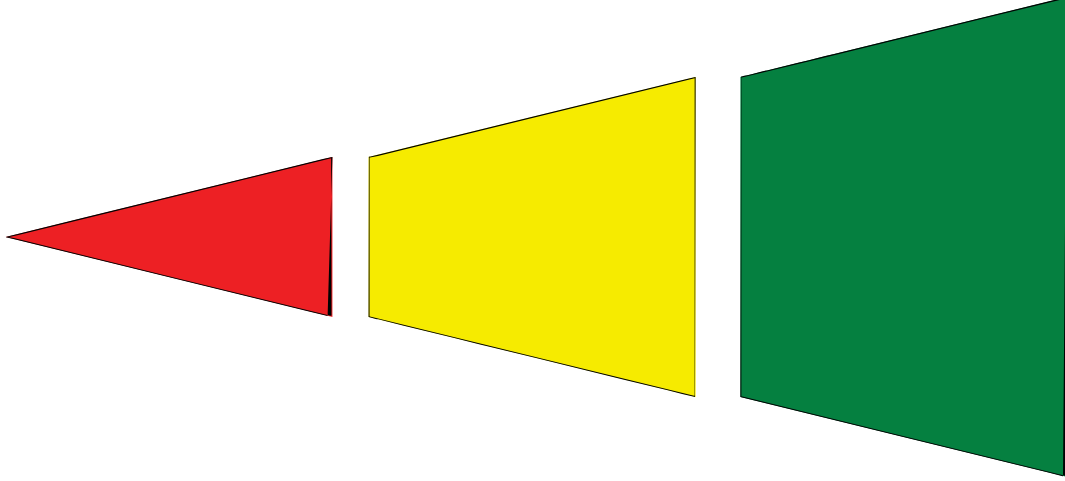


# THREE-TIER ATTENDANCE MODEL



## **Intensive Intervention**

- Below 85% attendance pattern at any time
- Second phone call or attendance letter to family
- Mandatory family attendance meeting and assign mentor
- Home Visit/Pick-up Plan
- Monitor attendance daily
- Individual Attendance Plan
- Notify Truant officer

## **Strategic Intervention**

- 85%-95% attendance pattern at any time
- Family Contact from teacher
- HUGS Program
- Breakfast club
- Student Support Team
- Letter from Administrator
- Home Visit/Student Pick Up

## **Benchmark**

- 95% or above attendance pattern
- Positive Reinforcement for great attendance (T-Shirt, Certificate, phone call home)

## **Procedure**

- Teachers call the family of any student who has an unexcused late or absent 3 days in three weeks.
- Teachers notify the family and attendance team of any child with a particular pattern of absences or tardies (Monday/Friday, every Tuesday)
- Attendance team
  - reviews attendance problem list weekly
  - sends letter
  - calls family
  - does a home visit
  - facilitates a Student Support Team Meeting
  - develops an attendance plan with student and family
  - creates a red flag list for attendance secretary who notifies administrator immediately if a student is absent
- monitors intensive students daily
- fax papers to Truant officer when plan fails
- Assigns the student a mentor for weekly check-ins with student/family