


STUDENT ATTENDANCE PROTOCOL

	BY THE END OF SEP	BY THE END OF OCT	BY THE END OF NOV	BY THE END OF DEC	BY THE END OF JAN	BY THE END OF FEB	BY THE END OF MAR	BY THE END OF APR	BY THE END OF MAY
TIER 1 ATTENDANCE (ABSENT ≤ 5%) "EXCELLENT"	≤ 1	≤ 2	≤ 3	≤ 4	≤ 5	≤ 6	≤ 7	≤ 8	≤ 9
TIER 2 ATTENDANCE (ABSENT 5%-10%) "ON RADAR"	2-3	3-5	4-7	5-8	6-10	7-12	8-14	9-16	10-18
TIER 3 ATTENDANCE (ABSENT ≥ 10%) "CHRONIC"	≥ 4	≥ 6	≥ 8	≥ 9	≥ 11	≥ 13	≥ 15	≥ 17	≥ 19

ABSENCES + INTERVENTION

10 absences = Secretary notifies Dean, then Dean emails family (if end of the month total = chronic)
 15 absences = Secretary notifies Dean, then Dean emails family (if end of the month total = chronic)
 20 absences = Secretary notifies Dean, then Dean emails family, begin Extra Work Time as needed*
 25 absences = Secretary notifies Dean, then Dean emails family, attendance action plan or referral*
 30 absences = Secretary notifies Dean, then Dean emails family, attendance action plan, ISD referral*

* if 2nd-8th grade teacher presents educational concern and/or there has been a history of absenteeism

NOTE: Dean will Cc teacher(s) and secretary on ALL email notifications

TARDIES (arrival after 8:35 AM) + INTERVENTION

15 tardies = Teacher notifies Dean, then Dean emails family
 20 tardies = Teacher notifies Dean, then Dean emails family
 25 tardies = Teacher notifies Dean, then Dean emails family, begin Extra Work Time as needed*
 30 tardies = Teacher notifies Dean, then Dean emails family, reviews attendance action plan*
 35 tardies = Teacher notifies Dean, then Dean emails family, reviews attendance action plan*

* if 2nd-8th grade teacher presents educational concern and/or there has been a history of absenteeism

NOTE: Dean will Cc teacher(s) and secretary on ALL email notifications

"Extra Work Time" instead of non-core content (for example: no outdoor ed, no all school sing, no electives, no committees)

NOTE: A 2nd-8th grade student with ≥ 30 absences will not attend "end of the year" field trips