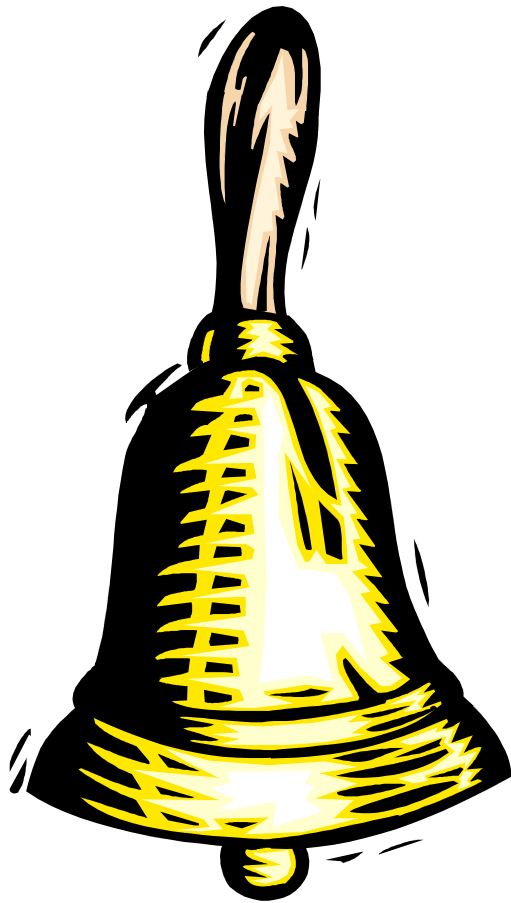
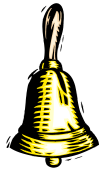


*An A+ Guide to*



Attendance in Our Schools



## **Objective**

Helping individual schools keep students in school on a regular basis is a primary objective of the Student Personnel Assistant. This goal is best met by working in partnership with students, families, teachers, counselors, school administrators, and community resources. The role of the SPA is to compliment the efforts of building personnel in enforcing the Nebraska State School Law and ultimately ensure that all students are present in school everyday.

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## Intervention Plan Process

Each building will establish an attendance team with the assistance of the building SPA. Depending on the need of the building and the staff availability, each team will look different. Teams may consist of the attendance secretary, counselor, administrator, dean, student support teacher, and SPA. The following process will be followed in regards to solving attendance issues:

At **5 days of absences**, the team designee will send the first attendance letter from the school. Phone calls should continue to be made for every absence. An Attendance Team Intervention Plan, or the A+TIP, is completed at this time. It should be noted that the A+TIP form will replace the RAD as the form of communication regarding attendance.

At **10 days of absences** a 2<sup>nd</sup> letter is sent by the team designee and the Attendance Intervention plan is forwarded to the school counselor. The school counselor then investigates the cause of the absenteeism and begins implementing interventions with the assistance of the Attendance Team. Suggested interventions will be given to the buildings.

At **15 days of absences**, the counselor reviews the Attendance Intervention Plan. The SPA will query the students who have missed 15 days and will request the Attendance Team Intervention Plans on those students. The SPA will review the plan for each student and the outcome of the interventions. The SPA will then invite the family in for a case review. At the case review, the SPA works with the family with any last interventions they may be able to provide to improve the attendance. The case is then referred back to the school for monitoring.

At **20 days of absences**, the SPA reviews the progress made by the student. If at that time all interventions have been attempted and progress has still not been made, the student is referred to the County Attorney for further action. If the student has made progress towards improving the attendance, the student continues on the intervention plan and is monitored by both the school and the SPA.

### POINTS TO REMEMBER:

**5 DAYS** - School sends letter and creates Attendance Team Intervention Plan.

**10 DAYS** - School sends 2<sup>nd</sup> letter and counselor begins interventions.

**15 DAYS** - SPA receives Attendance Team Intervention Plan and invites family in for review.

**20 DAYS** – SPA reviews plan and progress made. Determination made at that time regarding County Attorney involvement.



# Attendance Team Intervention Plan A+TIP

## Demographic Information

Name _____	Date _____	Grade _____
Perm. # _____	Building _____	D.O.B _____
Address _____	Counselor _____	Age _____
Parent/Guardian _____	Administrator _____	Race _____
Home Phone _____	Special Education <u>Y/N</u>	
Alternate Phone _____	ESL <u>Y/N</u> Home Language _____	

## Causal Factors

Absences related to illness _____	Probation involvement <u>Y/N</u>
Absences related to suspension _____	Probation officer _____
Prior attendance history _____	CPS involvement <u>Y/N</u>
_____	CPS worker _____
_____	Other: _____
_____	_____

## SECTION 2 – INTERVENTIONS

School \_\_\_\_\_

- 5 Day Letter
- 10 Day Letter
- Call to parent
- SAT \_\_\_\_\_
- SAT \_\_\_\_\_
- Administrative conference \_\_\_\_\_
- Transportation options \_\_\_\_\_
- Student Success Center \_\_\_\_\_
- Change in schedule \_\_\_\_\_
- Community Counseling Project \_\_\_\_\_
- SAFE referral \_\_\_\_\_
- Parenting Class offered \_\_\_\_\_
- Community Resources

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION 3 – CASE REVIEW SUMMARY

SPA \_\_\_\_\_

- Receipt Date \_\_\_\_\_
- Case Review Invite Date \_\_\_\_\_

Case Review

- Family present Y/N
- Follow Up Call/Home Visit \_\_\_\_\_
- Additional resources offered \_\_\_\_\_

\_\_\_\_\_

- CPS Referral \_\_\_\_\_
- County Attorney Referral \_\_\_\_\_
- Entry Discipline Atom \_\_\_\_\_
- Affidavit for 16-18 year old or 6 year olds.

SPA Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intervention plan review date \_\_\_\_\_

School Summary : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NO CHANGE IN ATTENDANCE FORWARD TO SPA**

Counselor Signature \_\_\_\_\_

SPA Signature \_\_\_\_\_

Date \_\_\_\_\_

Copies: All Purple

1. "R" File 2. Cum 3. SPA 4. Counselor