

Blaine School District Attendance Checklist

Student Name: _____ Birthdate: _____ Date: _____

School: _____ Grade Level: _____ Contact Phone: _____ IEP (Y/N): _____

Tier One Interventions for Chronic Absenteeism and Truancy:

Tier Two Interventions include (Check all that apply):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personalized Outreach	Action Plan	Mentoring	Check and Connect	Other Explain Below

Describe Other/Notes: _____

- | | | |
|--------------------------|--|-------------|
| <input type="checkbox"/> | 3 unexcused absences – Letter mailed | Date: _____ |
| <input type="checkbox"/> | 3 unexcused absences – Conference held | Date: _____ |

Briefly describe outcome of conference: _____

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | 3 unexcused in a year – Convene IEP Team if Applicable | Date: _____ |
| <input type="checkbox"/> | 5/7 unexcused in a month/10 in a year – Truancy petition filed | Date: _____ |
| <input type="checkbox"/> | Referred to Attendance Support Team – AST Meeting | Date: _____ Time: _____ |
| <input type="checkbox"/> | Family called with AST Meeting | Date/Time: _____ |
| <input type="checkbox"/> | AST meeting letter sent via Registered Mail. | Date: _____ |
| <input type="checkbox"/> | Reminder sent to AST Members | |
| <input type="checkbox"/> | Items for the Truancy Board | <input type="checkbox"/> Attendance Report <input type="checkbox"/> Grade Report <input type="checkbox"/> Discipline Report |
| | <input type="checkbox"/> BSD Questionnaire <input type="checkbox"/> Checklist <input type="checkbox"/> AST Contract | (if relevant) |

Attendance Support Team Meeting Outcome (see AST Contract for more details): _____

If unexcused absences continue:

- | | | |
|--------------------------|--|----------------------------------|
| <input type="checkbox"/> | Amended Petition Filed with Whatcom County Juvenile Court. (include documentation) | Date: _____ |
| <input type="checkbox"/> | Staff member notified to attend court hearing. | Name: _____ Date notified: _____ |

3 Unexcused Absences following court

- | | | |
|--------------------------|---------------------------------|-------------|
| <input type="checkbox"/> | 1 st Contempt filed. | Date: _____ |
| <input type="checkbox"/> | 2 nd Contempt filed. | Date: _____ |
| <input type="checkbox"/> | 3 rd Contempt filed. | Date: _____ |