

District Action-Tier 1	ROE Action #1 <i>Tier 1:</i> "Criteria NOT Met"	ROE Action #2 <i>Tier 2:</i> "Criteria Met"	ROE Action # 3 <i>Tier 3:</i> Chronic Truants	Conclusion
<p>1. Follow District Attendance Policy. (Tier 1 efforts)</p> <p>2. 5-10 days absent or 5-10% (potential truant) Document district actions taken:</p> <ul style="list-style-type: none"> Review attendance history, grades, progress, check on sibling(s) attendance history. Contact parent/guardian and student to identify reason. <p>3. Meet with parent/guardian.</p> <p>4. Develop Action Plan: Agreement signed by all parties (include middle & high school students in this process).</p> <p>5. Utilize Resources: School social workers, counselors, psychologist, youth assistance programs and all other social services agencies necessary.</p> <p>6. Contact Specialist to discuss a plan.</p> <p>7. Exhausted all efforts and student has 20-25 days absent –or- is a student with a history of truancy: complete the Attendance Improvement Referral form online. (This form can be emailed directly to you)</p>	<p>1. Lead Specialist receives & reviews referral.</p> <p>If Tier 1 Criteria "NOT" met:</p> <p>A. Email will be sent requesting the school to monitor attendance and grades daily/weekly.</p> <p>B. Continue interventions and document all attempts.</p> <p>C. Student file/referral will be placed on "HOLD".</p> <p>D. Follow-Up specialist will call/email school within 2-3 weeks, requesting copies of documented attempts, grades and attendance.</p>	<p>1. School refers student to AIP.</p> <p>2. School will be notified (via email) of decision on referral.</p> <p>3. First "unlawful" notice will be mailed to the family.</p> <p>4. Specialist will contact the school weekly to monitor student attendance/grades.</p> <p>5. Specialist will closely monitor whether or not progress is being made and if not, specialist will mail a "second unlawful" notice requesting a meeting/home visit or phone conference.</p> <p>6. During this meeting specialist will complete an IOEP plan with student & guardian.</p> <p>7. Specialist will continue to monitor attendance weekly and send reminder notices to family.</p>	<p>1. School refers student to AIP. A. Students come to the program with existing barriers. (child welfare, JDC, Homelessness, etc.)</p> <p>2. Specialist will meet with the family and/or school to create an IOEP in the beginning.</p> <p>3. Specialist will contact the school weekly to monitor attendance.</p> <p>4. Specialist will meet with the student at least once a month –or- complete phone conference with parent/guardian to discuss his/her IOEP & progress.</p> <p>5. Specialist will notify school/principal of progress/concerns.</p> <p>6. If NO progress was made with IOEP and monitoring. Specialist/School will meet to discuss a Plan of Action and/or file a petition with the courts.</p>	<p>1. Two weeks before the last day of school Specialist will contact each school requesting a FINAL end of the year report on attendance, grades and advancements of all students referred to the program.</p> <p>2. Specialist will complete an evaluation for every student referred.</p> <p>A. Students will either be: Dismissed, placed on a follow-up list or monitored again during the next school year (with a high risk for court intervention early on).</p> <p>3. Specialist will email Principals the "Final Outcome" evaluation for all students referred from their school.</p> <p>4. Students who improved overall will receive a certificate of improvement.</p>

Red flags= Absent one or more days every week. Frequent call-ins/tardiness. Requesting to go home daily. Medical concerns w/o verification. Court involved. Homelessness. Etc.

Truant= Absent **up-to 9** days

Chronic= Absent **9 +** days

Potential Drop Out= **20 +** days