


# STUDENT ATTENDANCE PROTOCOL

	BY THE END OF <b>SEP</b>	BY THE END OF <b>OCT</b>	BY THE END OF <b>NOV</b>	BY THE END OF <b>DEC</b>	BY THE END OF <b>JAN</b>	BY THE END OF <b>FEB</b>	BY THE END OF <b>MAR</b>	BY THE END OF <b>APR</b>	BY THE END OF <b>MAY</b>
<b>TIER 1 ATTENDANCE (ABSENT ≤ 5%) "EXCELLENT"</b>	≤ 1	≤ 2	≤ 3	≤ 4	≤ 5	≤ 6	≤ 7	≤ 8	≤ 9
<b>TIER 2 ATTENDANCE (ABSENT 5%-10%) "ON RADAR"</b>	2-3	3-5	4-7	5-8	6-10	7-12	8-14	9-16	10-18
<b>TIER 3 ATTENDANCE (ABSENT ≥ 10%) "CHRONIC"</b>	≥ 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 student with ≥ 30 absences will NOT attend "end of the year" field trips**