

Procedure 305 - Attendance Procedure



I. Daily Absence

- A phone call will go out to parents each day a student is marked absent

II. Consecutive Unexcused Absences

- **3 Consecutive Days**
 - Attendance secretary emails the parent and copies teacher and administrator to notify them of the consecutive unexcused absences.
 - Teacher reaches out to parents (phone/email) to check in and offer support as well as documents conversation in the behavior management system.
 - Administrator confirms teacher has made contact with parent.
- **5 Consecutive Days**
 - Attendance secretary emails the parent and copies teacher and administrator to notify them of the consecutive unexcused absences.
 - Administrator contacts parents directly.
 - Communication documented in the behavior management system.
- **10 Consecutive Days**
 - Attendance secretary emails the parent and copies the teacher and administrator to notify them of the consecutive unexcused absences.
 - Formal letters through certified mail are sent to parents and meetings are set up with the family.
 - Mandatory report submitted to DCFS per state guidelines.
 - Administrator documents in the behavior management system.

III. Excessive Excused/Unexcused Absences (Consecutive or Not)

- **5 Total Days**
 - Attendance secretary emails the parent and copies teacher and administrator to notify them of the combined absences.
- **10 Total Days**
 - Attendance secretary emails the parent and copies the teacher and administrator to notify them of the combined absences.

Procedure 305 - Attendance Procedure (cont.)

- Teacher follows up with a phone call home and documents in the behavior management system.
- **15 Total Days**
 - Attendance secretary emails the parent and copies teacher and administrator to notify them of the combined absences.
 - Administrator reaches out to parents directly.
 - Teacher and admin document impact on education in behavior management system.
 - Parent will be contacted by formal letter through certified mail and DCFS is notified via school counselor.

IV. Early Checkouts / Late Check-ins

- Patterns of excessive early checkouts or late arrivals (5 or more per term) will trigger a parent notification:
 - **5 incidents:** Attendance secretary sends courtesy email to parents and copies teacher and administrator.
 - **10+ incidents:** Attendance secretary emails parents and copies teacher and administrator. Administrator or counselor contacts parents to discuss impact and plan for improvement.