



Attendance and Truancy Guidelines

3 Unexcused Absences	5 Unexcused Absences	10 Unexcused Absences	15 Unexcused Absences	No Improvement in Attendance
Classroom teacher will call the family of the student and share the importance of regular attendance and the correlation between school attendance and school success.	Office will send the family a letter regarding the importance of school attendance.	Office will send the family a letter regarding the importance of school attendance.	Office will send the family a letter regarding the importance of school attendance.	Referral will be sent to Matt Dye of MAISD for Truancy.
	Copy of the letter will be placed in the student's CA-60.	Copy of the letter will be placed in the student's CA-60.	Copy of the letter will be placed in the student's CA-60.	If the family refuses to work with MAISD and school to improve their child's attendance, the Truancy Coordinator, Matt Dye, will make a referral to the Prosecutor's Office.
	Principal will meet with the student to discuss the importance of attendance and develop a plan with the student.	Principal will set up a parent meeting to discuss the concerns about the attendance of their student.	Principal will set up a parent meeting to discuss the concerns about the attendance of their student.	
Teacher will document the family communication in PowerSchool.	Consider referring the student to the Child Study Committee.	Principal will share community resources to support the family to improve student's attendance.	School, Student, Family will enter into an Attendance Contract. If the family does not attend the meeting, administration will forward a referral for Truancy to MAISD.	Fall referral deadline is November 1 and Winter deadline is March 31 for referrals to the Prosecutor's Office.