

Operation Graduation

Attendance and Truancy Guidelines

5 Unexcused Absences	10 Unexcused Absences	15 Unexcused Absences	No Improvement in Attendance
<ul style="list-style-type: none"> Send letter to parents about the importance of attendance Consider using google form/ spreadsheet to track all communication efforts Consider referral to school intervention team (Tier 2), match student to appropriate intervention, and monitor progress. 	<ul style="list-style-type: none"> Send Truancy Letter #1 to parents if the child has 10 unexcused absences, and these absences are interfering with their education Keep copy of letter for school records Discuss attendance with student to see if you can determine why they are not coming to school and how you might help Consider referral to school intervention team (Tier 2 or 3), match students to appropriate intervention, and monitor progress. Consider using Mediation and Restorative Services , Hackley Community Care, HealthWest Systems of Care, or Pathways to Potential 	<ul style="list-style-type: none"> Send Truancy Letter #2 to parents - Keep copy of letter for school records Set up a meeting with parents to discuss attendance and complete and sign a Contract. Record meeting dates and times as well as plans that are created together with the family If parents do not attend meeting with the school then send Referral Form <ul style="list-style-type: none"> <input type="checkbox"/> Copies of ALL letters sent to parents <input type="checkbox"/> Documented interventions in progress <input type="checkbox"/> Any other relevant documentation Send Referral Form and documentation to: mdye@muskegonisd.org 	<ul style="list-style-type: none"> Send referral to Matt Dye at the MAISD mdye@muskegonisd.org along with these attachments: <ul style="list-style-type: none"> <input type="checkbox"/> Copies of ALL letters sent to parents <input type="checkbox"/> Any other relevant documentation <input type="checkbox"/> A copy of the contract A review of the contract will occur Failure to participate in the attendance improvement plan could result in the Truancy Coordinator making a referral to the Prosecutor's Office Fall semester referral deadline is November 1st and winter/spring deadline for referrals is March 31st - The Prosecutor's office will not process any referrals after March 31st.