

# MES Attendance Protocol

## Local School Attendance Plan



1

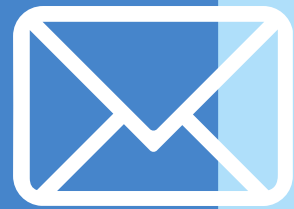
### 1-3 Unexcused Absences

Teacher calls parents/guardians and documents in Synergy (absences do not have to be consecutive)

### 5, 10, & 15 Unexcused Absences

Students will receive an automatically generated letter when they reach 5, 10, & 15 unexcused absences. These letters will be placed in teachers' mailboxes.

2



3

### 7+ Unexcused Absences

Counselors will run a bi-weekly report of students who have received 7+ unexcused absences and contact the parent/guardian, speak with the student, and send home a copy of their unexcused absences and helpful documents.



### Social Worker

If student's attendance does not improve after teacher contact and counselor contact, the school counselor will ask the school social worker to contact the parents/guardians.

4



5

### 10+ Unexcused Absences

When a student reaches 10+ unexcused absences, the counselor will hold a SARC meeting. Attendance is required for teacher and counselor, strongly encouraged for parents/guardians, and optional for APs and school social workers.



### DFCS Report

If student's attendance does not improve after the SARC, the counselor will make a DFCS report for Educational Neglect.

6

