



STUDENT ATTENDANCE INTERVENTION PLAN

The purpose of the Student Attendance Intervention Plan is to identify the reason(s) for a student's truancy, document the previous steps taken by the school to address the student's truancy problem, and develop the plans necessary to improve the student's future attendance.

Conference Date: _____

Identification information

Student's Name: _____ DOB: _____

School: _____

Address: _____

Parent/Legal Guardian: _____

Parent/Guardian Primary Language: _____

Home Phone: () _____ Cell Phone: () _____

Work Phone: () _____ Emergency Phone: () _____

Student Attendance History (*days absent, past problems, previous schools, etc.*)

Illinois law requires schools to take measures to assist the student and his/her family in resolving an attendance problem. Documentation of these interventions is necessary and should include dates as well as comments. The following school personnel should be utilized in the intervention process:

Designated Intervention Team Leader: _____

Intervention Planning Participants: _____

Parent/Guardian (1): _____

Parent/Guardian (2): _____

Teacher: _____

Social Worker: _____

Counselor: _____

Principal: _____

Special Education Teacher (if applicable): _____

Psychologist: _____

Other: _____

1. **School Refusal Assessments Scale Completed** Parent Child

2. **What is the nature of the student's attendance problem?** (please check all that apply)

Transportation Issue

- Too far to go
- No money for transportation
- No reliable means of getting to school

Academic/School Issue

- Problems with teach or other school personnel
- Poor academic performance
- School discipline
- Suspended from school

Social Issue

- Gender Intimidation
- Gang Activity
- Financial Issues
- Difficult peer relationships
- Bullying
- Personal Relationships

Safety Issue

- Surrounding neighborhood not safe
- School not safe
- Gangs
- School Problem

Home Issue

- Tending to younger siblings
- Parent/Guardian not well
- Physical/sexual abuse in the home
- Substance abuse in the home
- Homeless
- Domestic violence
- Runaway
- Date violence
- Neglect
- Student is also a parent

Health Issue

- Pregnancy
- Lacking medical care/immunizations
- Medical problems
- Substance abuse
- Disability
- Mental illness

Other:

Student Characteristics:

- | | | |
|---|--|--|
| <input type="checkbox"/> Low Achievement | <input type="checkbox"/> Low Attendance | <input type="checkbox"/> High Failure Rate |
| <input type="checkbox"/> Parenthood | <input type="checkbox"/> Credit Deficiencies | <input type="checkbox"/> Discipline Referral |
| <input type="checkbox"/> Drug/Alcohol Problem | <input type="checkbox"/> Health-Related Issues | <input type="checkbox"/> Other: _____ |

Please specify the details of the attendance problems(s) checked above and describe any applicable problems no listed above:

3. Collaborative recommendations of the student, parent/guardian, and school personnel to Solve the attendance problem:

4. Actions to be taken by the parent(s)/guardian(s) to resolve the causes of the unlawful absences:

- The parent will make sure that the student is up and prepared for school each day.
- The parent will make sure the student has transportation to and from school each day.
- The parent will send written and/or medical excuses when student is absent for a valid reason.
- The parent will notify the school by phone or note when the student is absent.
- Other

5. Actions to be taken by the student to resolve the causes of the unlawful absences:

- The student will take the necessary steps to ensure that he/she is awake and ready for school.
- The student will attend school daily and be absent only for lawful reasons.
- The student will provide written and/or medical excuses for all lawful absences.
- The student has signed an attendance contract (see attached).
- Other

6. Actions to be taken by intervention team members:

- Develop an Attendance Intervention Plan.
- Monitor student's attendance at school.
- Review and update the Attendance Intervention Plan as appropriate.
- Refer the student to school administration for additional follow-up by the district Attendance Officer.
- Other

7. Actions to be taken in the event unlawful absences continue:

- School officials will review and update the Attendance Intervention Plan.
- School officials will contact the parent by letter or phone to notify them of the continued absences.
- School officials will refer the student to the Office of Student Services for continued non-attendance.
- Student will be referred to the appropriate outside agency (i.e. DSS, DJJ) for intervention.
- Other

8. Referred to Social Service Agency:

Name of agency:

- | | |
|---|--|
| <input type="checkbox"/> Student Counseling | <input type="checkbox"/> Parent training |
| <input type="checkbox"/> Parent counseling | <input type="checkbox"/> Alternative placement |
| <input type="checkbox"/> Student evaluation | <input type="checkbox"/> Child care service |

9. The next meeting to review the progress of attendance improvement recommendations will be held on _____

10. Weekly attendance will be monitored by: _____

