

## Sanford Junior/Senior High School Attendance Intervention Plan

Student Name: \_\_\_\_\_  
Last Name
First Name
Grade

**Interventions** (Check all that apply)

- Attendance                       Academic                       Other \_\_\_\_\_

**Attendance Intervention**

A commitment to school attendance is an essential component of a quality learning experience and regular attendance and engagement are required in order to demonstrate mastery of the material. Work with the teacher, counselor, and administrator to identify steps to improve attendance. Counselor/Administrator list steps/strategies here.

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.

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).

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.

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 building principal for continued non-attendance.
- Student will be referred to the appropriate outside agency (i.e. DSS, Truancy Court) for intervention.

**Academic Intervention**

List class schedule and check all courses that apply to this intervention plan. Complete assignment information accompanying form.

✓	Course Schedule	Teacher
	1:	
	2:	
	3:	
	4:	
	5:	
	6:	
	7:	

**Plan accepted by:**

\_\_\_\_\_  
Student's Signature                      Date

\_\_\_\_\_  
Parent or Guardian Signature                      Date

\_\_\_\_\_  
Counselor's Signature                      Date

\_\_\_\_\_  
Administrator's Signature                      Date

Dates to be reviewed: \_\_\_\_\_

**Final Review: Plan successfully completed: \_\_\_\_ Yes \_\_\_\_ No**

FOR OFFICE USE ONLY	
In the event the signature of the student or student's parent/guardian is not obtained, the undersigned certifies that:	
<input type="checkbox"/> The full participation of the parent or guardian in the development of this Attendance Intervention Plan was encouraged and solicited, but such parent or guardian failed or refused to participate, despite adequate notice and good faith efforts to arrange a meeting at a convenient time.	
<input type="checkbox"/> The parent or guardian participated in the meeting to develop this Attendance Intervention Plan, but failed or refused to accept or sign the plan.	
<input type="checkbox"/> The student participated in the meeting held to develop this Attendance Intervention Plan, but failed to accept or sign the plan.	
Principal Signature	Date



## ATTENDANCE CONTRACT

I, \_\_\_\_\_, understand that I am being asked to sign an attendance contract because I have been displaying behaviors consistent with a chronic attendance problem student. A chronic attendance problem student exhibits a pattern of behavioral characteristics, which interfere with the learning process of that student; thereby endangering the academic success of that student and the overall academic success rate of the school.

The following behaviors are the behaviors I agree to improve:

1. I will attend every class every day. If for some reason I have a legitimate excuse for being absent, I will **immediately** bring in the doctor's excuse to the school's attendance office the next day of attendance. I will NOT have over 4 unexcused absences in any class during any semester.
2. I will also make-up all missing work as required on my Academic Intervention Form.

In an effort to alleviate future repercussions, I have been counseled on the consequences of this behavior.

I understand that if I violate this agreement and have 5 unexcused absences in a class again, I will **NOT** be allowed to appeal and will automatically lose credit in that course.

Regular school attendance is important in order for a student to maintain passing grades and to remain on track for graduation. Students and parents should refer to the attendance policy in the parent-student handbook or at [www.sanfordschools.org](http://www.sanfordschools.org). Students who fail to attend school may be withdrawn at the discretion of the school.

If I violate any of the above behaviors, I understand that I will be responsible for the consequences as so determined in the parent/student handbook.

As a student at Sanford Junior/Senior High School, I understand that it is important for me to follow all rules and regulations. In addition, the school will provide me with opportunities to meet with the community outreach worker, my counselor and administrator to discuss concerns as they arise. I am encouraged to discuss situations with the appropriate personnel in order to make better and more educated decisions before the situation becomes out of hand.

---

*Student's Signature & Date*

---

*Parent or Guardian's Signature & Date*

---

*Administrator's Signature & Date*

---

*School Counselor's Signature & Date*