**MTSS Attendance & Truancy Process Checklist**

**Student: Grade: \_\_\_\_\_ School: Date: \_\_\_\_\_\_\_\_\_**

**AT Counselor: Parent(s)/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This Checklist serves as a fidelity check to ensure every process element has been administered. \*\*Provider of service/task add **DATE** on line provided below when each service/task is initiated or completed. For Truancy Court cases, **provide your Social Worker with a copy of completed form**.

**KEY: AT Counselor =** Attendance Counselor

**(ALL) =** Elementary, Middle, & High Schools will utilize and/or complete task.

**(Middle & High) =** Middle & High Schools will utilize and/or complete task

**Leadership Team** Responsibilities**:** **Teacher** Responsibilities**: Data Manager** Responsibilities**:** **AT Counselor** Responsibilities:

**CONSIDERATIONS:**

* **Is interpreter needed**? \_\_\_ **YES** \_\_\_ **No** **Language Spoken:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Spanish forms** mailed? **\_\_\_YES \_\_\_ NO**
* Is the family **MV**? •Does the student have a probation officer? •Do the parents/guardian have a probation officer?
* **Joint Custody**? Notify both parents of violation of the School Attendance Law.

**NOTES:**

* **Data Manager** add parent(s)/guardian **address change ALERT** in Powerschool & add new address to Attendance folder.
* **\*\*AT Counselor or Data Manager to run weekly absenteeism reports\*\***

**Tier 1**

**0 – 5 Days Absences Excused & Unexcused**

**Teacher** Responsibilities**:**

* Facilitate **Group Noticing** in classrooms **(Middle & High) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Between 1st and 3rd student absence,** contact parent(s)/guardian via phone call, text or email & document. **(ALL)**
* When facilitating a parent/guardian conference, give parent a copy of the student’s attendance report. **(ALL)**

**Data Manager** Responsibilities**:**

* Deliver feeder school’s attendance reports for student’s with 10 or more unexcused absences from the previous school year.
* **At 3 Days** **Unexcused** - **Mail** **State 3 day** **unexcused letter** to parent(s)/guardian **(ALL)**
* **By fourth week of school – Mail** the following to parent(s)/guardian:
* **“Back to School Attendance Letter”** whose child had 10 or more **Unexcused** absences the previous school year. **(ALL)**
* 3 Column Attendance Policy **(ALL)**
* Last school year’s Attendance Summary. **(ALL)**

**Tier 2**

**Cycle 1: 6 – 9 Days Unexcused**

**Teacher** Responsibilities**:**

* At student’s **6th absence,** contact parent(s)/guardian via phone call, text or email & document **(ALL)**

**Data Manager** Responsibilities**:**

* **At a TOTAL of 10 Days absent, Unexcused and Excused- Mail** the following to parent(s)/guardian:
  + 10 Day Medical Letter
* **At 6 Days** **Unexcused** - **Mail** the following to parent(s)/guardian:
* State 6 day unexcused letter **(ALL)**
* Local Attendance Policy #4400 **(ALL)**
* Individual Student Attendance Report **(ALL)**
* Counselor contact letter & resource list **(ALL)**
* “How sick is too sick for school” document **(ALL)**

**AT Counselor** Responsibilities:

* **At 6 Days** **Unexcused -** Consult with **school nurse** to determine if a **school nurse** referral is appropriate for any of the following interventions: **(ALL)**
* Explore possible medical issues
* Attend to chronic medical health conditions
* Providing student support during the school day
* Obtain consent for release of information from student’s medical providers, verify doctor’s visit note for dates, collaborate & problem solve.
* If medication is needed to be given at school
* Nurse to contact student’s medical provider’s to alert the doctor of absenteeism
* Staff or parent expressed medical issue concerns
* Hygiene concerns
* **Contact parent(s)/guardian to** explore barriers to school attendance & refer to community resources as needed. **(ALL)**
* **Complete** the **Attendance Questionnaire** with student **(ALL)**
* **Review student historical data**…grades, behavioral incidents, attendance, in Powerschool under *Transfer Info.* **(ALL)**
* Is student **Academically** and/or **Behaviorally** Tiered **(ALL)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Consider **Attendance** **Conference Agreement** b/t school, student and parent(s)/guardian **(ALL)**

**Tier 2**

**Cycle 2: At 10 Days Unexcused**

**Principal or AP** Responsibilities:

* Contact student & parent(s)/guardian, per **GS115C-378 Compulsory Attendance** **Law (ALL)**

**Teacher** Responsibilities:

* Offer appropriate **Classroom Interventions** **\*\*Select from options below\*\***
* Offer support to student **(ALL)**
* Communicate with parent(s)/guardian & document **(ALL)**
* Set boundaries and do not give in to requests to call parent(s)/guardian with parent permission **(ALL)**
* Give special class privileges to encourage attendance **(ALL)**
* Set up smooth morning routine upon return to schoolfrom absence **(ALL)**
* Help student obtain missing assignments & schedule test make-up **(ALL)**
* Offer leadership role in the classroom or school ie: crossing guard, line leader **(ALL)**
* Help student with make-up work assignments and deadlines and email the information to parent (ALL)

**Data Manager** Responsibilities:

* **Mail** the following to parent(s)/guardian:
* **State 10 day unexcused letter (ALL)**
* **Current Individual Student Attendance Report (ALL)**
* **10 Day Unexcused Counselor Letter (ALL)**

**AT Counselor** Responsibilities:

* **AT Counselor** offer appropriate **Tier 2 Individualized Interventions: \*\*Select from options below\*\***
* **Bullying Intervention Plan (ALL)**
* Change/**modify class schedule** **(ALL)**
* **Check & Connect** (Problem solving mentorship) **(ALL)**
* **CICO** **(Appropriate for Truant behavior)** **(Middle)**
* **Community Agencies Referral(ALL) List: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Consider **504** **(ALL)**
* **Credit Recovery** thru VPS & Edgenuity
* **Dove House (ALL)**
* **DSS referral** **(ALL)**
* **Homebound (ALL)**
* **Home Interventions** suggested (help parent(s)/guardian develop consistent morning routine, buy alarm clock, help develop home behavior contract, help parent with positive reinforcement, educate parent on limit setting, etc) **(ALL)**
* **Parent Referral to outside counseling (ALL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Parent Training Type I** (best for anxious children) (**Elementary)**
* **Parent Training Type II** (best for chronically truant ie:defiant) **(Middle & High)**
* **Reinforce** student for attending school **(ALL)**
* **SAP Referral** **(Middle/High)**
* **SAVE Program**
* **Student Referral to outside counseling** **(ALL) List: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Social skills Group**/training **(ALL)**
* **School Based Supportive counseling** **(ALL)**
* **Tutoring (ALL) List: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Zones of REGULATION** (Emotional Regulation) **(Elementary & Middle)**
* **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Consider **Home visit** with school administrator, **if** there has been no contact with parent(s)/guardian **(ALL)**
* Consider referral to **Piedmont Mediation (ALL)**
* **Consult with principal** and determine if **Undisciplined Youth Juvenile Petition** is appropriate **(ALL)**

**Tier 3**

**Cycle 1: 11 – 20 Days Unexcused**

**AT Counselor** Responsibilities:

* **Continue Tier 2 interventions** if progress is being made **(ALL)**
* Continue to assess school avoidance due to bullying, M/V, need for DSS referral, ESL needs, Medical needs **(ALL)**
* Consider **Truancy Court Referral & or Undisciplined Youth Juvenile Petition (ALL)**
* **Contact School Social Worker assigned to report decision of above options (ALL)**
* **Send Parent(s)/guardian a letter** stating a referral to above ***will*** be made.
* **AT Counselor** Submit **Truancy Court Referral or Undisciplined Youth Juvenile Petition** to assigned school social worker.
* **AT Counselor** make contact with parent(s)/guardian stating a Truancy Court referral ***has*** been made; suggest they pick up their warrant at the magistrate’s office, otherwise, they will be served the papers and arrested.

*By June 30 of the current school year,* ***Data Manager*** *prints all student’s attendance reports with 10 or more unexcused absences in preparation to send a* ***“Back to school attendance letter”*** *in September of the next school year.* ***\*\*Please Include 5th graders and 8th graders. AT Counselor will contact receiving feeder schools of students and will deliver the attendance reports. (ALL)***

**To Be Filled Out ONLY *IF* making a Truancy Court Referral**

Has the Truancy Court Referral process been explained to the parent and student? \_\_\_ Yes \_\_\_ No

Is the student currently failing and/or at risk of losing academic credit? If yes, list subjects/grades.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is the student presenting with any physical, emotional, or mental obstacles? \_\_\_ Yes \_\_\_ No If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mental Health Diagnosis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mental Health Provider(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identified Concerns:**

\_\_\_ Academically Tiered – MTSS Tier \_\_\_\_ EC \_\_\_\_

\_\_\_ Repeating Grade \_\_\_

\_\_\_ Behaviorally Tiered – MTSS Tier \_\_\_\_

\_\_\_ Total ODR’s to date \_\_\_OSS #Days \_\_\_

\_\_\_ Hygiene

\_\_\_ Basic Needs Not Being Met (Food,Health,Housing)

\_\_\_ Child Counseling Needs

\_\_\_ Child Substance Use/Abuse

\_\_\_ Parenting Issues

\_\_\_ Parent Mental Illness

\_\_\_ Parent Medical Issues

\_\_\_ Parent Substance Use/Abuse

\_\_\_ Pregnant/Parenting Student

\_\_\_ Domestic Violence

\_\_\_ Child Physical/Sexual Abuse

\_\_\_ History of Truancy (Last year total abs. \_\_\_ Unexcused \_\_\_)

\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_