

CHRONIC NON-ATTENDANCE & HABITUAL TRUANCY FLOW CHART

TIER 1 INTERVENTIONS

1st Absence

- a) Parent calls school – DP updates attendance.
- b) Unexplained absence – School calls parent.

5th Absence

- a) Teacher contacts parent.
- b) If absences are excused, Administration may consider a doctor's note if applicable.

TIER 2 INTERVENTIONS

5th – 10th Unexcused Absence

- a) Referral to MTSS team – Tier 2 Interventions.
- b) Required parent conference scheduled to discuss impact of absences on learning.
- c) Documentation on MTSS forms and Student Attendance Intervention Plan.

TIER 3 INTERVENTIONS

10th – 15th Unexcused Absence

- a) 10 absences – mandatory Compulsory Letter sent to parent (copy of letter is placed in cumulative record).
- b) 15 absences – CST meets and reviews MTSS documentation and mandatory SD4138B letter.

20th (+) Unexcused Absence

- a) Written Attendance Plan completed.
- b) Link between home, school and community agencies.
- c) Referral to Community Based Services: Tampa Housing Authority.

Attendance Improves

Tier 1 and Tier 2 Interventions continue throughout the process.

Schoolwide approach to PBIS Rewards:

- ❖ Direct Encouragement
- ❖ Dolphin Dollars
- ❖ Monthly Attendance Awards