

Operation Graduation

Attendance and Truancy Guidelines

5 Unexcused Absences	10 Unexcused Absences	15 Unexcused Absences	No Improvement in Attendance
<ul style="list-style-type: none"> • Send letter to parents about the importance of attendance • Consider using google form/ spreadsheet to track all communication efforts • Consider referral to school intervention team (Tier 2), match student to appropriate intervention, and monitor progress. 	<ul style="list-style-type: none"> • Send Truancy Letter #1 to parents if the child has 5 unexcused absences, and these absences are interfering with their education • Keep copy of letter for school records • Discuss attendance with student to see if you can determine why they are not coming to school and how you might help • Consider referral to school intervention team (Tier 2 or 3), match students to appropriate intervention, and monitor progress. • Consider using Mediation and Restorative Services , Hackley Community Care, HealthWest Systems of Care, or Pathways to Potential 	<ul style="list-style-type: none"> • Send Truancy Letter #2 to parents - Keep copy of letter for school records • Set up a meeting with parents to discuss attendance and complete and sign a Contract. • Record meeting dates and times as well as plans that are created together with the family • If parents do not attend meeting with the school then send Referral Form <ul style="list-style-type: none"> ❑ Copies of ALL letters sent to parents ❑ Documented interventions in progress ❑ Any other relevant documentation • Send Referral Form and documentation to: mdye@muskegonisd.org 	<ul style="list-style-type: none"> • Send referral to Matt Dye at the MAISD mdye@muskegonisd.org along with these attachments: <ul style="list-style-type: none"> ❑ Copies of ALL letters sent to parents ❑ Any other relevant documentation ❑ A copy of the contract • A review of the contract will occur • Failure to participate in the attendance improvement plan could result in the Truancy Coordinator making a referral to the Prosecutor's Office • Fall semester referral deadline is November 1st and winter/spring deadline for referrals is March 31st - The Prosecutor's office will not process any referrals after March 31st.