Response to Absence Procedures:

**Purpose:** To support students and families who are struggling with chronic absenteeism in a supportive, collaborative manner. Bright futures begin with good school attendance! To that end, the school, families and community partners will work to reduce chronic absenteeism through early intervention and supports.

**Chronic Absenteeism:** Students missing 10% of the school days, for any reason, whether excused or unexcused. These days can be consecutive or not. It is important to note: students who miss a couple days of school each month can be considered chronically absent.

*The flow chart below is a guide; steps and actions may vary based on circumstances.*

**Absence General Information:**
- The start of the school day is 8:30 a.m.
  - When a student is absent from school, the parent/guardian shall call the Nurse’s Office.
  - A student arriving after 8:30 is marked Tardy.
  - The parent/guardian shall send a written excuse explaining the student’s absences upon the student’s return.
  - Any student absent for 5 consecutive days without a physician’s verification may be referred to a school social worker.
  - A physician’s excuse must be filed in the school nurses’ office for any absence exceeding 6 consecutive days.
  - Anticipated absences of more than 2 weeks should be referred for home tutoring.
  - SSW and or Principal should be notified at each step in case they are aware of extenuating circumstances that would excuse the family from this process.
  - At any point in this process if a child’s school attendance is having a negative impact on school performance or emotional well-being a CPS report can be made.

**Flow Chart:**
- **Robo-calling used for each absence without parent call – Safety Measure.**
- **Attendance reviewed every 10 days. ≤ 90% - letter sent identifying importance of attendance.**
- **Continued Chronic Absence ≤ 90% 2nd letter sent.**
- **Continued Chronic Absence ≤ 90% 3rd letter sent and phone call by school social worker.**
- **Continued Chronic Absence ≤ 90% 4th letter sent and parent meeting with principal, school social worker and student, as appropriate.**
- **Continued Chronic Absence ≤ 90%, 5th letter sent and home visit by school social worker.**
- **Continued Chronic Absence beyond home visit: Preventive Referral (consent required) to DSS/CCSI or Health Homes.**
- **Caseworkers assigned to work with school. Team-student meeting scheduled.**

**Acknowledgement letter for improved attendance will be sent to all students who return to > 90% attendance.**