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| Start Date: End Date: | School: |
| Name: | Student ID: |
| Parent: | Student Attendance Specialist: |
| Parent Telephone: | Parent Email: |



**Target Problem Behaviors:**

* Student is oversleeping and/or missing the bus.
* Student frequently comes to school late/ leaves early
* Student is frequently late getting to classes (more than 20 minutes).
* Student has a history of attendance problems.
* Student is skipping specific classes throughout the day and/or taking double lunches.
* Student was out of town.
* Student has transportation problems.
* Student’s work schedule is interfering with school.
* Student has medical problems.
* Student is not turning in notes.
* Student believes the attendance record is incorrect.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Truancy Prevention Measures:**

* Student will come daily to school on time, maintain regular attendance, and get to all classes on time.
* Student will ride the bus to school. Bus Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Student will submit all valid excuse notes to the appropriate school personnel.
* Student/parent will submit medical documentation of any chronic illnesses.
* Student/parent will discuss discrepancies in attendance with teacher, Assistant Principal and Attendance Clerk.
* Parent/guardian will ensure the student’s regular and consistent attendance and punctuality.
* Any preplanned absence will be reported to the campus prior to the absence.
* Student/parent will monitor student’s attendance every \_\_\_\_\_\_\_\_\_\_days to ensure accuracy.
* Student/parent will develop a structured, consistent and predictable morning routine including alarm clock if needed.
* Out of town travel will be scheduled for non-school days.
* Student will reduce the number of hours they are working/will not work during school hours.
* Student and parent will develop a home/school behavior contract.
* Student, parent and campus support will develop strategies together that will help the student to be on time for school and classes.
* Parent/guardian will monitor student’s academics, behavior and attendance on Family Access.
* Parent/guardian will ensure all contact information is current and correct with the campus.
* Parent/guardian will follow through with rewards/consequences for attendance and punctuality.
* Parent/guardian will attend all intervention conferences and maintain regular communication with school personnel.
* Parent/guardian will bring the student to school on time, walking the student into school and/or class if needed.
* Parent/guardian will wake the student and ensure they have adequate time to get to school before the starting bell.
* Parent/guardian will not allow student to come home from school for inexcusable reasons.
* When the student is refusing to attend the parent will call the Student Attendance Specialist to speak with the student.
* Other:

**Consequences for Non-Compliance:**

* Student will take missed classwork home for homework.
* Student will lose privileges at home for being absent, late or tardy.
* When the student is absent or late, the parent will be contacted and the student will be spoken with about the absence or tardy when they return or arrive to school.
* Other: