

TRUANCY FLOW CHART

The Attendance Review Committee (ARC) will meet on a regular basis to review credit restoration/recovery on a case by case basis.

All families receive notice regarding attendance policy in student handbook at all schools as well as in Home Access Center.

Each campus will form an Attendance Review Committee (ARC).

FIRST WEEK OF SCHOOL

01

Campus personnel will schedule an Attendance Review Meeting (A.R.M.) with student, guardians, campus administrator & other campus personnel regarding student's attendance.

If family does not attend the A.R.M. meeting, a non-attendance letter will be emailed to parent/guardian with Attendance Contract.

03

5-8 UNEXCUSED

Campus administration works with District Officer to decide if court action is necessary.

The campus can choose to defer court action and continue providing truancy prevention measures outlined in Attendance Contract.

Final truancy warning letter sent via certified mail.

05

10 UNEXCUSED/
COURT ACTION

3 UNEXCUSED

Campus personnel will generate a warning letter to parents/guardians regarding student's attendance.

Parents/guardians will be notified by email that the letter has been attached to the student's profile in Home Access Center.

02

Attendance Review Meeting meets to review attendance contract put into place at the previous ARM.

If interventions are working, they will remain in place. Members present at the ARM may choose to add new interventions at this meeting.

04

9 UNEXCUSED

