



Attendance Support Program (ASP)
Applicable to grades K-12

**WHEN A STUDENT
ACCUMULATES
UNEXCUSED ABSENCES:**

**THE FOLLOWING INTERVENTIONS
TAKE PLACE:**

AND WILL INVOLVE:

<p><i>Elementary:</i> 3 unexcused days <i>Secondary:</i> 3 days or 18 (12 at SMHS) unexcused period absences</p>	<p>→ Notification to parents of truancy</p> <ul style="list-style-type: none"> ▪ Sent Attendance Support Program letter #1 	<ul style="list-style-type: none"> ▪ Parents/guardians ▪ School administrators
<p><i>Elementary:</i> 4 unexcused days <i>Secondary:</i> 4 days or 24 (16 at SMHS) unexcused period absences</p>	<p>→ Notification to parents of truancy</p> <ul style="list-style-type: none"> ▪ Sent Attendance Support Program letter #2 ▪ Requires <u>mandatory</u> attendance at group after-school presentation to student and parents 	<ul style="list-style-type: none"> ▪ Parents/guardians ▪ Student ▪ School administrators
<p><i>Elementary:</i> 6 unexcused days <i>Secondary:</i> 6 days or 36 (24 at SMHS) unexcused period absences Student is declared as an Habitual Truant</p>	<p>→ Notification to parents of truancy</p> <ul style="list-style-type: none"> ▪ Sent Attendance Support Program letter #3 ▪ Requires mandatory meeting with school administrator; referral to communities services and agencies 	<ul style="list-style-type: none"> ▪ Parents/guardians ▪ Student ▪ School administrators
<p><i>Elementary:</i> 10 unexcused days <i>Secondary:</i> 10 days or 60 (40) unexcused period absences Unimproved Truancy</p>	<p>→ Notification to parents of Habitual truant status</p> <ul style="list-style-type: none"> ▪ Sent Attendance Support Program letter #4 and is referred to the District School Attendance Review Board (SARB) 	<ul style="list-style-type: none"> ▪ Parents/guardians ▪ Student ▪ District & school administrators ▪ Community Agencies

For more information and assistance with attendance, please contact the Director of Student Services at (805) 963-4338, extension 6258.