

Attendance Referral

FLOW CHART

3

3 Absences (excused or unexcused)

- School contacts parent/guardian
- Document Communication



5

5 Unlawful Absences

- Submit referral to School Attendance Officer
- Begin school-based interventions
- Document all contacts and interventions



8

8 Unlawful Absences

- Submit Referral to School Attendance Officer
- Continue and strengthen interventions
- Share intervention documentation with the SAO



12

12 Unlawful Absences

- Submit referral to School Attendance Officer
- Review effectiveness of Intervention
- Continue family engagement and supports



15

15 Unlawful Absences

- Submit referral to School Attendance Officer
- Provide complete intervention documentation

Submit referrals for every 5 unlawful absences
Example: 20, 25, 30



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