

## GALLATIN COUNTY ATTENDANCE PROTOCOL

- Every student has an attendance mentor
- Each mentor knows the student's attendance history and issues including medical issues and chronic absenteeism
- Each mentor has a summary sheet on their student
- Each mentor keeps a record of their student on attendance. Behavior and grades may be monitored as well
- Attendance Clerk emails student Day Count Report to all mentors every Monday morning
- Mentors will be immediately notified by registrar if their student withdraws from school, goes to home school, or home hospital
- New students, along with complete summary information, will immediately be assigned to a mentor upon enrollment
- Mentors shall also support and encourage their students who have good attendance
- Attendance Clerks will immediately share any pertinent information they may have on a student to the mentor
- Parent contacts shall be consistent and encouraging with offers to help student. They shall also be documented in parent contact tab in Infinite Campus

### **2<sup>nd</sup> Unexcused Absence**

Mentor contacts parent and documents on parent contact tab in Infinite Campus

### **3<sup>rd</sup> Unexcused Absence:** Support/Encouragement from mentor continues

Attendance Clerk mails 3 day notice and notifies DPP with list of students

Attendance Clerk notifies FRC, Conte Flowers, or YSC, Brian Brentlinger with list of students

FRC/YSC reaches out to family. Documents on parent contact tab in Infinite Campus

### **4<sup>th</sup> Unexcused Absence:** Support/Encouragement from mentor continues

Attendance Clerk notifies DPP with list of students

DPP makes home visit, documents the contact, notifies principal and guidance counselor

Counselor meets with and informs student of implications, explores ways to avoid future absences, and documents counseling session on parent contact tab in Infinite Campus

### **5<sup>th</sup> Unexcused Absence:** Support/Encouragement from mentor continues

Attendance Clerk mails 5 day notice and notifies DPP with list of students

### **6<sup>th</sup> Unexcused Absence :**

Attendance Clerk mails FINAL NOTICE to parent and contacts County Attorney's office

DPP sends letter concerning charges of truancy/educational neglect or referral to FAIR Team if additional unexcused absence occurs

### **7<sup>th</sup> Unexcused Absence:**

FAIR Team referral is made or charges are filed

**\*\*Gallatin County Schools will also monitor "Chronic Absences". Students with chronic absences miss 10% of their school year, both excused and unexcused. The DPP will mail letters to all parents once a child has missed 10% of the school year, which is 17 total days. Mentors shall also be aware of both the excused and unexcused absences of their students.**