

BSPS ABSENTEEISM GUIDE



UNEXCUSED ABSENCES

**5
DAYS
MISSED**

POWER SCHOOL LETTER

PERSONAL PHONE CALL
(TEACHER/BUILDING REP.)

Note

DOCUMENT ON TRACKING SPREADSHEET

CERTIFIED POWERSCHOOL LETTER

SCHEDULE MEETING (PARENT/BUILDING
ADMIN./DEE)

DOCUMENT ON TRACKING SPREADSHEET

**7
DAYS
MISSED**

- IDENTIFY BARRIERS
- REFER TO SPECIAL SERVICES (AS NEEDED)

Note

DOCUMENT SUCCESS PLAN /IMPROVING
ATTENDANCE

CREATE SUCCESS PLAN

**10
DAYS
MISSED**

CERTIFIED POWERSCHOOL LETTER

PERSONAL PHONE CALL BY ADMIN.

- DISTRICT PLANNING
- STUDENT/PARENT PLANNING
- MEETINGS & RESOURCES
- INCENTIVES/CHECK IN & CHECK OUT

SCHEDULE MEETING (PARENT/BUILDING
ADMIN./DEE)

Note

DOCUMENT ON TRACKING SPREADSHEET

- IDENTIFY SUCCESS PLAN BARRIERS
- REFER ADDITIONAL SPECIAL SERVICES
(AS NEEDED)

- DISTRICT PLANNING
- STUDENT/PARENT PLANNING
- MEETINGS & RESOURCES
- INCENTIVES/CHECK IN & CHECK OUT

CREATE ADJUSTED SUCCESS PLAN

**MINIMUM
OF 10 DAYS
UNEXCUSED**

BRESA TRUANCY MEETING
• PARENT/BUILDING ADMIN./DEE/BRESA
• NEXT STEPS

DETERMINE SUBMISSION OF TRUANCY TO
BRESA

DOCUMENT ON TRACKING SPREADSHEET

Chronic Absenteeism: 10% absent , EXCUSED & UNEXCUSED days
Truancy: 10 or more UNEXCUSED days