

# Brassfield Elementary Attendance Plan

# of Days Absent	Action Taken	By Whom
<b>3 Unexcused Absences</b>  <i>§115C-378</i>	1) Verbal and/or written contact with parent	1) Teacher
<b>6 Unexcused Absences</b>  Written Notice  <i>§115C-378</i>	1) 6 day Attendance letter sent home re: Law Violation  2) Work with child & family to analyze the causes of absences & make a plan for improvement	1) Data Manager  2) School Social Worker
<b>10 Unexcused Absences</b>  <i>§115C-378</i>	1) 10 Unexcused ~ Check to see if parent has received 1700 letter re: law violation <i>(Certified with Return Receipt, optional, sent by Data Manager)</i>  2) Determine if parent is making a “good faith effort”  3) Can file with District Court if parent responsible or Juvenile Court if parent has made “good faith effort.”	1) School Social Worker  2) School Social Worker  3) School Social Worker
<b>10 Total Absences</b> (excused and unexcused)	1) Letter mailed alerting family to number of absences as well as laws and policies regarding Compulsory School Attendance and Promotion and Retention.  2) Continue to work with child and family to analyze causes of absences and make plan for improvement	1) Attendance Committee  2) Members of attendance Committee, teacher
<b>15 Total Absences</b> (excused and unexcused)	1) Letter mailed informing of laws and policies and requesting doctor’s note for future absences (at discretion of committee)	1) Attendance Committee
<b>25 Total Absences</b> (excused and unexcused)  <i>WCPS Policy 6000.7</i>	1) Each month Data Manager will run an Attendance Report showing 25 or more total absences.  2) 25 Day Attendance letter with policy 6000.7 sent to parent regarding policy & law violation.	1) Date Manager  2) Attendance Committee
<b>30 Total Absences</b> (excused and unexcused)  <i>WCPS Policy 6000.7</i>	1) Attendance committee determines if student should be retained because of absences per Board Policy. Principal can waive decision.	1) Attendance Committee