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Checklist for Referring a Student Attendance Intervention Plan to District Attendance Office

Complete and must be included with your referral

Student Name: School:

Date:

The student continued to accumulate unlawful absences after the date the SAIP was signed

Log Entries of all school contacts have been documented in PowerSchool or SAIP

All parts of the SAIP have been completed

FOR NON-COMPLIANT parent/student. As specified on SAIP.

When parents/students are non-complainant to complete or attend a scheduled conference to complete a SAIP, it is required by SC Law to document all attempts to engage the parent/student to complete the SAIP. The school is to complete the SAIP without the parent/student present. Sign, date, and send a copy to the parent by CERTIFIED mail. Include the Tracking Number on the SAIP.

Date certified letter sent.

Additional Notes:

Referring School Staff Name and Signature.

For District Attendance Office Use ONLY:

Date Received from the school:

Additional Comments: