



# Student Attendance Intervention Plan (SAIP)

School Year 2022-23

School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent(s)/Guardians(s) \_\_\_\_\_ Mailing Address: \_\_\_\_\_ (please verify)

Contact Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Student's Current Attendance: Number of Excused Absences: \_\_\_\_\_ Unexcused Absences: \_\_\_\_\_ Unexcused Tardies: \_\_\_\_\_ OSS \_\_\_\_\_

List specific reasons for unlawful absences given by parent and student:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List specific actions/support the school will offer the parent and student to resolve unlawful absences: *The school will:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List specific actions to be taken by parent and student to resolve causes of unlawful absence: *The parent/student will:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List actions to be taken if unlawful undocumented absences continue:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Possible Actions:** Parent and school resolve additional absences; the school will continue to monitor for improvement. Referral to Central Attendance Office for further review.

\_\_\_\_\_

\_\_\_\_\_

The Code of Laws of the S.C. Section 59-65-10 as amended reads: 'The Student Attendance Intervention Plan is mandated by law in an attempt to improve the student's attendance with the support of the school parent and guardian. All parents or guardians shall cause their children or wards who are in the age group of six to seventeen years to regularly attend a public or private school or kindergarten of this state. I certify that the regulations according to Section 59-65-10 of the S.C. Law.'

I have been explained to me and I understand my responsibilities concerning the attendance of my child. I also understand this plan may become a court document and used in family court should absences continue.

Signatures:

_____	_____	_____	_____
Parent/Guardian	Date	Student (ages 12-17)	Date
_____	_____	_____	_____
Conference Leader	Date	Additional staff present	Date

**Certified Mail Tracking Number:** \_\_\_\_\_

- **Required by York County Solicitors Office to file petitions for non-compliance to complete the SAIP.**

**Plan Review of the SAIP**

**Complete the Plan Review if absences continue after the date the SAIP signed**

- Follow-up, contact parent/ student for the reason(s) for additional unlawful absences.
- If absences improve continue to monitor with support to student and parent.
- If absences do not improve or if there is no response from the parent/student after two unlawful absences refer to District Attendance Office for review.
- List or attach Log Entries of school staff contacts, attempts to contact, and dates to notify the parent/ student.

**Non-Compliance**

**Parent and or student are non-compliant with completing or attending a scheduled SAIP conference**

- It is required by SC Law; schools must document attempts to engage the parent/student to complete the SAIP.
- When parents/students are non-compliant to complete or attend a scheduled conference to complete a SAIP, the school is to complete all parts of the SAIP without the parent/student present.

**Sign, date, and send a copy of the SAIP to the parent by CERTIFIED mail. Include the Tracking Number on the SAIP.**

- Request the parent and student sign and return the SAIP within five school days.
- Please be sure the tracking number is on the SAIP kept at the school.
- Monitored at the school for additional unlawful absences from the date signed and completed by the school.
- Follow all procedures for referring to the District Attendance Office if no response from the parent from the date of the SAIP mailed to the parent.

**Document attempts to engage parent/student to complete SAIP**

List or Attach Log Entries of school staff contacts attempts to contact, and dates to notify the parent/ student:

Phone calls dates: \_\_\_\_\_ Email(s) dates: \_\_\_\_\_

Letter(s) to parent/guardian dates: \_\_\_\_\_

Other contacts: \_\_\_\_\_