



## School Process for Completing the Student Attendance Intervention Plan

Responsibilities of the Attendance Clerk: Is integral in this process but is not to be responsible for completing them, they may be a part of an attendance team completing the SAIP.

- Run weekly the PowerSchool *SC 41 School Truancy* Detail for the purpose of determining students who have reached the level of truancy. This list determines students for whom a SAIP needs to be completed. These are students who have *three consecutive unexcused absences, a total of five unexcused, a total of seven unexcused absences, and a total of ten or more unexcused absences.*
- Review the list to “clean up” for any pending documentation or reasons to excuse the absences which may not have been entered in the student’s attendance record. A plan may not be required.
- Prepare each Attendance Plan by entering students’ demographics and attaching a current copy of the student’s attendance record, discipline record, and log entries.
- Forward the Plan to the staff member(s) responsible for completing the Plan.
- Upon return of the SAIP from the SAIP Team monitor student’s attendance.
- If the student continues to miss unlawfully, return to the staff member who completed the plan to follow up with the parent/student and complete the Plan Review on the SAIP.

### Responsibilities of school staff completing the Student Attendance Intervention Plan

Contact the parent and student to attend a scheduled attendance meeting for students 12-16 years of age. For students 6-11 the plan is to be completed with the parent only.

SC Compulsory Attendance Law mandates the SAIP include and be completed: *All included on the SAIP*

- Reason for Absences
- Specific Actions by parent/student to resolve absences
- Specific Actions by the school to support and help resolve absences
- Actions by the school if unlawful absences continue after the date the plan is completed.
- Signatures

Plan Review: completed if the student continues to accumulate unlawful full-day absences.

Non-Compliant: parent/student refuses to attend scheduled SAIP meeting.

- 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

Power School Incident Management Coding for Truancy 151 is entered by the school. Instructions will be provided.

Reach out to the Central Attendance Office at 981.1077 for questions, support, or additional training.