



## Student Attendance Intervention Plan (SAIP)

Student enrolled at Raven \_\_\_ Aspire \_\_\_ Virtual Academy \_\_\_ Entry Date \_\_\_\_\_ Home School \_\_\_\_\_

The purpose of the Student Attendance Intervention Plan is to identify the reason(s) for a student's truancy, and document the steps taken by the parent, student, and school to address the absences of the student, and to develop the plans necessary to improve the student's future attendance.

Conference Date: \_\_\_\_\_ Total Number of Full-Day Unexcused Absences \_\_\_ Unexcused tardies \_\_\_\_\_

### Demographics

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Student Attendance Detail: Provide the parent with a copy of the student attendance detail and attach a copy to the Plan.

### Intervention Planning Participants

Designated Intervention Team Leader: \_\_\_\_\_

Parent(s)/Guardian: \_\_\_\_\_

Student (age 12-17): \_\_\_\_\_

Additional School Staff:  
\_\_\_\_\_

**Non-Compliance:** Parent and or student are non-compliant with completing or attending a scheduled SAIP conference. Place documentation and all attempts in Log Entries.

Additional:

- When parents/students are non-compliant to complete or attend a scheduled conference to complete the SAIP, the school must 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 below on the SAIP.

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

Documentation: Attempts to Contact Parent/Guardian Student for Conference:

Dates: Phone Calls: \_\_\_\_\_ Letters: \_\_\_\_\_ E-mails: \_\_\_\_\_ Other: \_\_\_\_\_

ATTACH any additional efforts to contact the parent and or parent and student.

This is now an active legal Student Attendance Intervention Plan. Forwarded to the School Attendance Clerk to monitor for further unlawful full-day absences after the date completed.

1. What are the reasons for the students' unlawful absences? (check all that apply)

- Transportation Issue
- Academic/School Issue
- Concerns with teachers or other school personnel
- Poor academic performance
- School discipline
- Home concerns
- McKinney Vento
- Neglect
- Health Issue (s)
- Does this student qualify for Homebound Services? or Intermediate Homebound Services?
- Pregnancy
- Parenthood
- Lacking medical care/immunizations
- Substance abuse concerns
- Disability
- Mental health concerns
- Low Achievement
- High Failure Rate/grades
- Other: \_\_\_\_\_

Specify the details of the attendance problem(s) checked above and describe any applicable problems not listed above: \_\_\_\_\_

2. Actions to be taken by the parent(s)/guardian(s) to resolve the causes of the unlawful absences:

- The parent will make sure the student has transportation to and from school each day.
- The parent will make sure that the student is up and prepared for school each day.
- The parent will send written and/or medical excuses when the student is absent for a valid reason.
- The parent will notify the school by phone or note when the student is absent.
- Other: \_\_\_\_\_

3. Actions to be taken by the student to resolve the causes of the unlawful absences:

- The student will take the necessary steps to ensure that he/she is awake and ready for school.
- The student will attend school daily and be absent only for lawful reasons.
- The student will provide written and/or medical excuses for all lawful absences.
- Other: \_\_\_\_\_

4. Actions to be taken in the event unlawful absences continue:

- School officials will review and update the Attendance Intervention Plan.
- School officials will contact the parent by letter or phone to notify them of the continued absences.
- School officials will refer the student to the District Attendance office for continued non-attendance.
- Student/ Parent could be referred to the appropriate outside agency (e.g., DSS, DJJ) for intervention.
- Other: \_\_\_\_\_

Additional Comments by School officials, Parents or student:

\_\_\_\_\_  
\_\_\_\_\_

**Signatures:**

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

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

**Additional Comments:**

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**Plan Review**

Complete if unlawful absences continue after the date the SAIP was 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.

**Additional Comments:**

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