

School Process for Completing the Student Attendance Intervention Plan (SAIP)

This process ensures accountability, clear communication, and adherence to legal requirements while addressing truancy issues effectively.

This streamlined approach ensures compliance with state law while maintaining clear documentation and required follow-up procedures for truancy interventions.

As a legal document, the law mandates that certified school personnel are responsible for completing the SAIP. While the school attendance clerk cannot assume sole responsibility for completing the SAIP, they may actively participate as part of the team during the SAIP conference.

Responsibilities of the Attendance Clerk:

1. Weekly Report Review:

- Run the PowerSchool SC 41 School Truancy Detail Report to identify students (ages 6–17) meeting truancy thresholds:
 - Three consecutive unexcused absences.
 - Five total unexcused absences.

2. Record Review:

- Verify and update attendance records for any pending documentation or excusable absences before initiating the SAIP.

3. SAIP Preparation:

- Provide the Attendance Team with the SAIP, including:
 - Student demographics.
 - Attendance records.
 - Discipline records, log entries, and other relevant supporting information.

4. SAIP Monitoring:

- Track additional unexcused absences after the SAIP is completed.
- Return the SAIP to the responsible staff for follow-up if absences continue. Ensure all relevant information is included.

Responsibilities of the School Attendance Team:

1. Parent/Student Meeting:

- Arrange a SAIP meeting:
 - For students aged 12–16: Include both the parent and student.
 - For students aged 6–11: Include only the parent.
- Comply with all requirements of SC Compulsory Attendance Law during the process.

2. SAIP Conference:

- Document all actions and attempts in the student's log entries.

3. Non-Compliance Procedures:

- If the parent/student fails to attend or complete the SAIP:
 - Document all engagement attempts.
 - Finalize the SAIP without their presence.
 - Sign, date, and mail the SAIP to the parent via certified mail, including the tracking number.

4. Legal Status:

- Once completed, the SAIP becomes an active legal document.
 - Forward the SAIP to the Attendance Clerk for ongoing monitoring of any further unexcused absences.