

## **GUIDELINES FOR ADDRESSING ATTENDANCE ISSUES WITH ESE STUDENTS**

According to Florida Statute 1003.26, students who are exhibiting a pattern of nonattendance must be referred to the “Child Study Team.” Volusia County Schools has an approved Student Attendance Policy (Policy 206) which sets forth procedures that are required under Florida’s compulsory school attendance law and the enforcement thereof. For ESE students, the attendance concerns are addressed through the IEP multidisciplinary committee. The following procedures along with **Guidelines for Handling Cases of Excessive Absences from School** are intended to assist administrators, IEP multidisciplinary committee, IEP facilitators, case managers, guidance and those addressing attendance within school sites (form can be printed directly from the School Social Services website <http://myvolusiaschools.org>).

**Reminder: Attendance should be reviewed when unexcused absences exceed 10 days within 90 calendar days, or when a pattern of non-attendance is developing, or if there has been prior parental contact in reference to attendance.**

1. The “**Guidelines for Handling Cases of Excessive Absences from School**” should be followed as closely as possible, including parent notification, parent conferences, etc.
2. Schedule an IEP Review.
3. Use the ESE/IEP Meeting Notice form to notify/invite parent to the meeting, documenting at least two attempts (one attempt must be the printed Meeting Notice). Under the Purpose of the Meeting, check annual or interim review.
4. The meeting should consist of required IEP committee members ensuring notification to the school social worker. During the meeting the following forms should be completed: “**ESE Request for Assistance / Attendance**”, “**Attendance Contract**,” and the **Notice of Right to Appeal.**”
5. Recommendations by the IEP committee should be documented on the IEP under Special Factors note section.
6. Any changes to the current IEP must be documented.
7. Additional IEP reviews may be scheduled at the discretion of the IEP committee in an effort to implement a variety of interventions.
8. In the event that all appropriate interventions have been exhausted and proven unsuccessful, a referral to the School Social Worker addressing the attendance issue and interventions tried should be initiated.