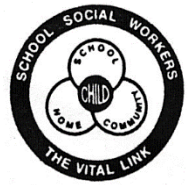


The School District of Volusia County
School Social Services



Matrix of Attendance Services

Ongoing Action	School Responsibility	District Support
2018-2019 SY	<ul style="list-style-type: none"> Schools follow the Guidelines for Handling DNE's as noted in the Compulsory School Attendance Manual Schools follow the Procedures for Addressing Unexcused Absences as noted in the Compulsory School Attendance Manual Teachers record accurate attendance and tardiness daily Attendance designee updates attendance records (i.e. changing unexcused absences to excused per attendance policy) Attendance designee runs "15 ABSENCES (EXCUSED AND UNEXCUSED) YEAR-TO-DATE (New Students)" report daily and mails 15 day absence letter to parent(s) requesting doctor's verification for absences PST or IEP Committee convenes to address attendance concerns and initiate/monitor interventions 	<ul style="list-style-type: none"> Assist schools with contact of DNE students prior to the Survey 2 submission to DOE and after until lists have been resolved Generate monthly attendance reports for each school Maintain ongoing contact with attendance designee and attendance committee members Provide consultative services as needed Contact parent/student as needed
Excessive Unexcused Absences		
5 unexcused absences within 30 days	<ul style="list-style-type: none"> Attendance designee runs "5 UNEXCUSED ABSENCES WITHIN A CALENDAR MONTH (New Students)" report daily and notifies parents (i.e. letter and/or Connect Ed messages) Teacher/school staff contacts and/or conferences with parent and/or student 	<ul style="list-style-type: none"> Review monthly attendance reports and provide consultative services to school staff
10 unexcused absences within 90 days	<ul style="list-style-type: none"> Attendance designee runs a customized report for 10 UNEXCUSED ABSENCES WITHIN 90 CALENDAR DAYS report daily and sends the 10 UNEXCUSED ABSENCES WITHIN 90 DAYS NOTE to parents Attendance designee gives this list to the PST Chair or DPS/IEP Facilitator PST Chair or DPS/IEP Facilitator contacts parent/guardian regarding an attendance meeting through the PST or IEP review process At secondary level, include the student at the attendance meeting Attendance referral may be submitted if the process has been followed and interventions have proven to be ineffective 	<ul style="list-style-type: none"> Review monthly attendance reports and provide consultative services to school staff Participate in attendance meetings if available Respond to attendance referrals and provide follow-up
Excessive Unexcused Tardies/Early Checkouts		
	<ul style="list-style-type: none"> School staff monitors tardies/checkouts using attendance reports and notifies parents (i.e. letter and/or Connect Ed messages) and appropriate school personnel For excessive tardies/early checkouts, follow the PST or IEP review process for addressing attendance issues Attendance referral may be submitted if the process has been followed and interventions have proven to be ineffective 	<ul style="list-style-type: none"> Provide consultative services to school staff Participate in attendance meetings if available Respond to attendance referrals and provide follow-up