

COMPULSORY SCHOOL ATTENDANCE GUIDELINES

F.S. 1003 requires the regular school attendance of all children between the ages of 6 and 18. This statute outlines the steps that schools should follow when students develop a pattern of nonattendance. The following guidelines are intended to assist schools in successfully working with students with poor attendance.

1. Schools should notify parents of each unexcused absence. Notification can be accomplished by personal phone calls, phone master or by letter. If done by letter, schools should use the "Parent Notification of Unexcused Absences" letter.
2. After 5 unexcused absences with a calendar month or 10 unexcused absences within 90 calendar days, the school should review the attendance to determine if a pattern of nonattendance is developing.
3. If it is determined that a pattern of nonattendance is developing, then a student success team meeting should be scheduled. Parents should be invited. . If the parent attends the SST meeting, the parent should be asked to sign a "Notice of Right to Appeal" and should be given a copy.
4. Student Success Teams should identify interventions necessary to resolve the Student's attendance problem at the SST meeting and the interventions should be documented on the SST Minutes. The meetings can be conducted by either the team level or building level, whichever meets the needs of the school. Schools may also want to consider designating an attendance team to deal with attendance issues only if they feel it is appropriate.
5. If the parent fails to attend the first SST meeting, the school may want to schedule a second SST meeting if the nonattendance continues.
6. If it is believed that a second meeting would not be productive, the school may make a referral to the school social worker.
7. If all efforts to resolve the attendance problems fail, the case may be referred to the Adult court to pursue charges against the parent or to the CINS/FINS program if it is believed that the student is beyond the parent's control and the parent has made a diligent effort to get the child into regular school attendance. School Social Workers should prepare the paperwork for these cases.

My doc: attendance: compulsory school attendance guidelines

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