

STUDENT ATTENDANCE IMPROVEMENT PLAN (SAIP)

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

Conference Date: _____

Identification information

Student ID Number: _____

Student's Name: _____ DOB: _____

Current School: _____

School Contact Number: _____

Home Address: _____

Parent/Legal Guardian: _____

Parent/Guardian Primary Language: _____

Home Phone: () _____ Cell Phone: () _____

Work Phone: () _____ Emergency Phone: () _____

Student Attendance History (*days absent, past problems, previous schools, etc.*)

Pennsylvania law requires schools to take measures to assist the student and his/her family in resolving an attendance problem. Documentation of these interventions is necessary and should include dates as well as comments. The following school personnel should be utilized in the intervention process:

Attendance Designee: _____

Parent/Guardian (1): _____

Parent/Guardian (2): _____

Teacher: _____

DHS/CUA Case Manager(if applicable): _____

Counselor: _____

Principal: _____

Special Education Teacher (if applicable): _____

Special Education Liaison (if applicable): _____

Nurse (if applicable): _____

Behavioral Health Provider (if applicable): _____

Psychologist (if applicable): _____

Does the Student have a current IEP (Individual Education Plan)? Yes or No

Does the Student have a current 504 accommodation? Yes or No

1. What are the barriers to the student attending school regularly? (please check all that apply)

Transportation Issue

- Too far to go
- No money for transportation
- No reliable means of getting to school

Academic/School Issue

- Problems with teach or other school personnel
- Poor academic performance
- school discipline
- Suspended from school

Social/Emotional Issue

- Gender Intimidation
- Gang Activity
- Financial Issues
- Difficult peer relationships
- Bullying
- Personal Relationships
- Anxiety/Depression
- Other Mental Health Concerns

Safety Issue

- Surrounding neighborhood not safe
- School not safe
- Gangs
- School Problem

Home Issue

- Tending to younger siblings
- Parent/Guardian not well
- Physical/sexual abuse in the home
- Substance abuse in the home
- Homeless
- Domestic violence
- Runaway
- Date violence
- Neglect
- Student is also a parent

Health Issue

- Pregnancy
- Lacking medical care/immunizations
- Medical problems
- Substance abuse
- Disability

Other:

Student Characteristics:

- | | | |
|---|--|--|
| <input type="checkbox"/> Low Achievement | <input type="checkbox"/> Low Attendance | <input type="checkbox"/> High Failure Rate |
| <input type="checkbox"/> Parenthood | <input type="checkbox"/> Credit Deficiencies | <input type="checkbox"/> Discipline Referral |
| <input type="checkbox"/> Drug/Alcohol Problem | <input type="checkbox"/> Health-Related Issues | |

Please specify the details of the attendance problems(s) checked above and describe any applicable problems not listed above. What are the student's strengths, interests, hobbies?

2. What has motivated the student to come to school in the past?

3. What can currently motivate the student to come to school?

4. Collaborative recommendations for targeted interventions to remove attendance barriers and enhance student motivation (if applicable). Prioritize interventions to address largest barrier first.

Interventions can include, but should not only be limited to:

- Behavioral Health Services Referral
 - SAP Referral
 - School Counselor Referral
- School-based Behavioral Health Services Referral

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

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

6. 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.
- The student has signed an attendance contract (see attached).
- Other

8. 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 Office of Attendance & Truancy for continued non-attendance.
- Student will be referred to the appropriate outside agency (i.e., DHS, Truancy Court) intervention.

9. The next meeting to review the progress of attendance improvement recommendations will be held on _____

10. Weekly attendance will be monitored by: _____

Plan Approval Date

Student's Signature

Parent/Guardian's Signature

School Official's Signature

Parent/Guardian's Signature

Conference Contact Documentation

1st Attempt to Contact Parent/Guardian

Successful?

Yes

No

Date: _____

Phone Call

Certified Letter

Other _____

Letter

E-mail

2nd Attempt to Contact Parent/Guardian

Successful?

Yes

No

Date: _____

Phone Call

Certified Letter

Other _____

Letter

E-mail

3rd Attempt to Contact Parent/Guardian

Successful?

Yes

No

Date: _____

Phone Call

Certified Letter

Other _____

Letter

E-mail

Parent attended Attendance Intervention Plan conference?

Yes

No