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ATTENDANCE PROCEDURE (FOR UNEXCUSED ABSENCES)

All schools K-12 will implement the following procedures for students with unexcused absences.

1. Daily attendance follow-up by contacting the parents to inform/inquire about their child's absence.
2. School administrative assistants will forward a monthly attendance report to the TMSD Superintendent/CEO at the end of each month.
3. Superintendent/CEO will review the monthly attendance report and will forward the report to the Attendance Support Worker.
4. The Attendance Support Worker will follow-up to students with 20% absences with school personnel. Reasons for the absence will be noted.
5. Student Attendance Support Worker will contact parent and student (if appropriate) to determine reason for absences and to inform time of the number of absences and the expectation of school attendance and legal implication of not attending. Attendance Support Worker will keep a record of the individual contacts and results.
6. The school team will contact parents to set up a meeting to discuss their child's attendance and develop an intervention plan. Minutes of the meeting be will be taken and shared with the parent.
7. Monitor intervention plan success.
8. Principal will call the parents if attendance has not improved after the parent meeting to set up meeting to discuss options and consequences.
9. Principal will write a letter to parents indicating involvement of the Truant Officer. Copy of the letter will be sent to the Truancy Officer (Superintendent/CEO).
10. In circumstances where a student is not attending school for an extended period of time and despite all efforts to re-engage the student, the Superintendent/CEO may follow up by referring the matter to the provincial court as per the Public Schools Act.