

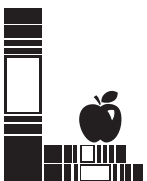
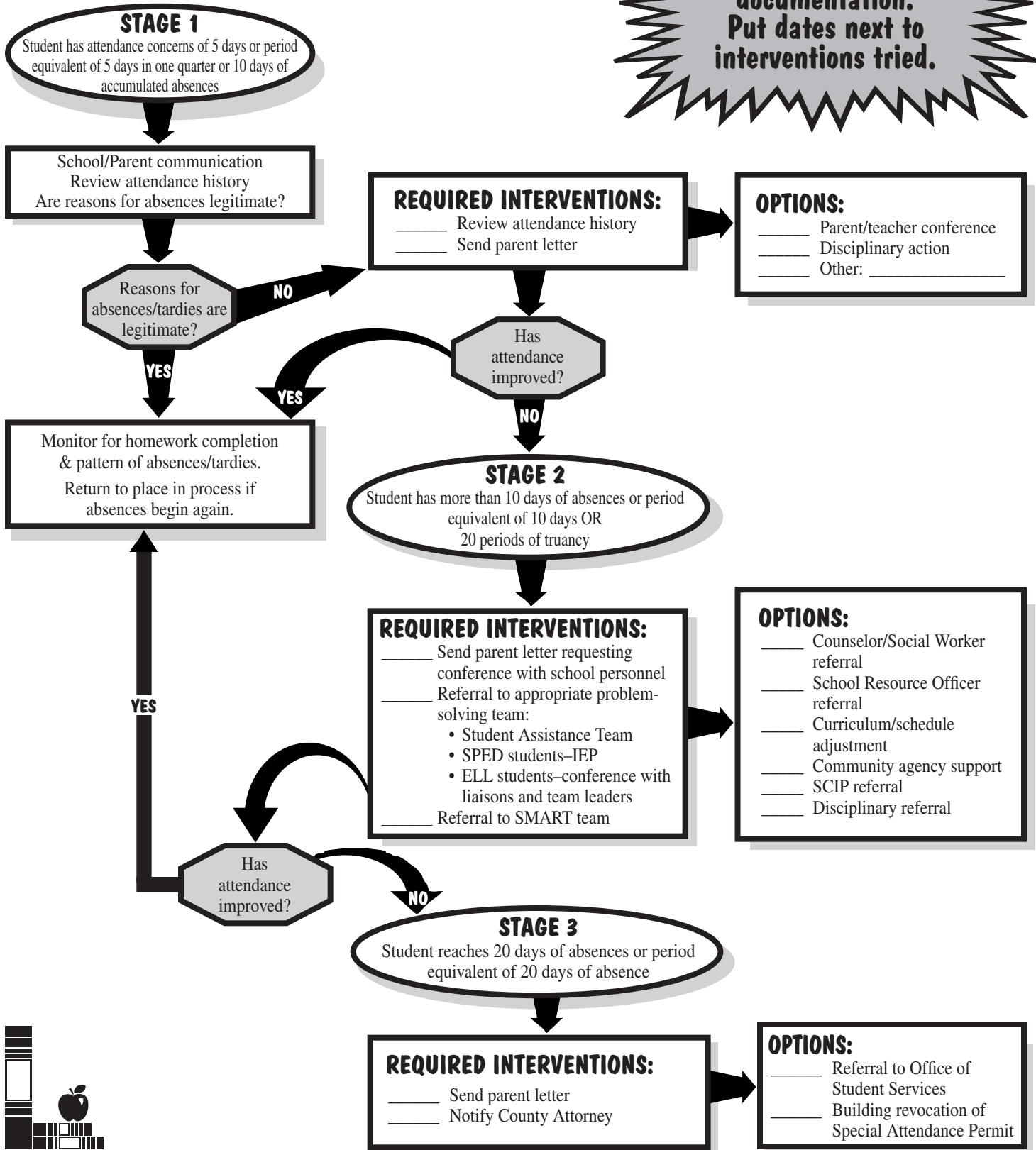
# LINCOLN PUBLIC SCHOOLS

## Attendance Procedures and Documentation

Name \_\_\_\_\_

Student Number \_\_\_\_\_

School \_\_\_\_\_



# Attendance Procedures and Documentation

Department of Student Services  
Lincoln Public Schools

Name \_\_\_\_\_  
Student Number \_\_\_\_\_  
School \_\_\_\_\_

**Put dates next to interventions tried.  
Attach additional documentation.**

## **STAGE 1 Student has attendance concerns of 5 days or period equivalent of 5 days in one quarter or 10 days of accumulated absences**

- \_\_\_\_\_ Review attendance history (determine legitimacy of absences)
- \_\_\_\_\_ Send parent letter
- \_\_\_\_\_ Other interventions: (parent/teacher conference; disciplinary action; other)

## **STAGE 2 Student has more than 10 days of absences or period equivalent of 10 days OR 20 periods of truancy**

- \_\_\_\_\_ Send parent letter sent requesting conference with school personnel
- \_\_\_\_\_ Referral to appropriate problem-solving team:
  - Student Assistance Team
  - Special Education students–IEP team
  - ELL students–Confer with liaisons and team leaders
- \_\_\_\_\_ Referral to SMART team
- \_\_\_\_\_ Other interventions: (counselor/social worker; school resource officer contact; curriculum/schedule adjustments; community agency referral; SCIP referral; disciplinary action; other)

## **STAGE 3 Student reaches 20 days of absences or period equivalent of 20 days of absence**

- \_\_\_\_\_ Send parent letter
- \_\_\_\_\_ Notify county attorney (students younger than 18) unless parent/guardian signs affidavit to drop.
- \_\_\_\_\_ Optional intervention: Referral to office of Student Services, or building revocation of special attendance permit.