

# **ATTACHMENT**

## **J.16**



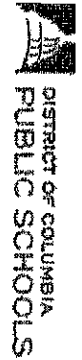
DISTRICT OF COLUMBIA  
**PUBLIC SCHOOLS**  
Office of Special Education

ATTACHMENT J.14

# **DC Public Schools**

## **Attendance Intervention Protocol**

### **Updated July 2013**



DC Public Schools  
Attendance Intervention Protocol

# OF ABSENCES	SCHOOL ACTION	DISTRICT ACTION	LEGAL ACTION
1 & 2 (Total)	<ul style="list-style-type: none"> <li>a. Teacher calls home                             <ul style="list-style-type: none"> <li>➢ Teachers should inform Attendance Counselor (AC)/ Designee (AD) of any contact attempted/made with parent and on non-working phone numbers.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. <b>**</b>Connect-ed calls to absent students (occurs daily)**</li> </ul>	
3 (Unexcused)	<ul style="list-style-type: none"> <li>a. AC/AD mails 3-Day Unexcused Absences Attendance Notice STARS letter and mails to student's home (elementary and middle school and educational center students only).</li> </ul>	<ul style="list-style-type: none"> <li>a. Connect-ed call from Chancellor</li> </ul>	
5 (Total)	<ul style="list-style-type: none"> <li>a. AC/AD mails 5-Day Total Absences Attendance Notice STARS letter and mails to student's home.                             <ul style="list-style-type: none"> <li>➢ AC/AD submits 5-day letter to nurse to:                                     <ul style="list-style-type: none"> <li>✓ Check for the Universal Health Form</li> <li>✓ Contact family</li> </ul> </li> <li>✓ Develop Individual Health Plan for students (i.e. Asthma Action Plan)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. OYE will monitor 5-day meeting compliance rate</li> <li>b. OYE will review root causes to identify common themes in need of system wide action.</li> </ul>	
5 (Unexcused) & MPD Pick-ups	<ul style="list-style-type: none"> <li>a. AC/AD mails 5-Day Unexcused Absences STARS letter to the student's home requesting an attendance conference</li> <li>b. Student is referred to the Student Support Team (SST)</li> <li>c. Determine and document root cause of absences and intervention in STARS                             <ul style="list-style-type: none"> <li>➢ Student, parent/guardian, and appropriate school officials develop Student Attendance Support Plan to connect the family to in-school or community resources and city agencies, and to make recommendations for next steps</li> </ul> </li> </ul> <p><b>**Follow up within 10-days to track student's progress on next steps identified in attendance conference. Follow up with programs/resources identified for support during attendance conference to determine if student/family is participating**</b></p> <ul style="list-style-type: none"> <li>d. Home visit must be conducted, if parent is not responsive to meeting request.</li> </ul>		
7 (Unexcused)	<ul style="list-style-type: none"> <li>a. AC/AD mails MPD warning letter</li> </ul>		
10 (Total)	<ul style="list-style-type: none"> <li>a. AC/AD mails 10-Day Total Absences STARS letter to the student's home arranging an attendance conference;                             <ul style="list-style-type: none"> <li>➢ Student, parent/guardian and appropriate school officials meet to develop or modify Student Attendance Support Plan to connect the family to in-school or community resources and city agencies, and to make recommendations for next steps</li> </ul> </li> <li>b. If parent is non-responsive to meeting request, student is referred to SST</li> </ul>		



Updated July 2013

Missed Related Service Sessions, Truancy and Due Diligence Guidelines



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

DC Public Schools

Attendance Intervention Protocol

# OF ABSENCES	SCHOOL ACTION	DISTRICT ACTION	LEGAL ACTION
10 (Unexcused)	<p><i>Elementary and middle schools and educational centers (ages 5 - 13):</i></p> <p>a. If attendance interventions have been executed and documented in STARS, AC/AD will complete CFSA educational neglect referral form and email to <a href="mailto:CFSA.EdNeglect@dc.gov">CFSA.EdNeglect@dc.gov</a> and include Attendance Specialist on email</p> <p>b. Document referral in STARS adhoc field</p> <p><i>High school students (ages 14 and up):</i></p> <p>c. AC/AD refers student to SST for follow-up. SST meets to review student's progress and revise the Student Attendance Support Plan</p> <p>d. SST will notify administrators of all students reaching 10 unexcused absences</p>	<p>a. OYE will monitor CFSA referral compliance rate</p> <p>b. OYE will notify MPD &amp; OSSE of all students with 10+ unexcused absences</p>	
15 (Unexcused)	<p>a. If all interventions have been executed and documented in DC STARS, AC/AD, in conjunction with their attendance specialist, will refer student/family to court in conjunction with Attendance Specialist (students ages 5-17 only)</p> <p>b. Document submission to OYE in STARS adhoc field</p>	<p>a. OYE will approve and send court referral to OAG/CSS</p> <p>b. OYE will monitor court referral compliance rate</p>	
16+ (Unexcused)	<p>a. Continue to monitor student's progress and modify Student Support Plan</p>		
20+ (Unexcused Consecutive)	<p>b. AC/AD mails letter to student's home to notify parent/guardian that the student is eligible to be withdrawn from school</p> <p style="padding-left: 20px;">➤ School must have executed all the above interventions before withdrawal</p>	<p>a. Attendance Specialists will review list of students that have been withdrawn and will refer dropped students to Student Placement Team</p>	

Additional Instructions for MPD Drop-offs

1. Student goes to designated office to sign in
2. AC/AD documents time of entry in adhoc MPD field in STARS
3. AC/AD contacts student's parent/guardian to inform them of MPD pick up
  - a. Print and send STARS MPD Pick Up letter requesting a meeting within 5 days of pick up
4. AC/AD convenes Attendance Conference with parent/guardian to develop Student Support Plan

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