

# Attendance Protocol

*Communication with Parents/Guardians is integral to the Attendance Protocol Process. It is the standard that parent/guardian communication is done and documented in the Infinite Campus Contact Log for each unexcused absence, even those beyond 10.*

Tiers	Unexcused Absences	Action	Person Responsible	Documentation
Tier 1	<b>1<sup>st</sup>-4<sup>th</sup></b>	Messenger Call from Infinite Campus	Administrator	Sent Message Log Report in Infinite Campus
	<b>Unexcused Absences</b>	Parent/Guardian Communication via call, letter, text, email, etc..	Teacher	Documented in Infinite Campus Contact Log
	Special Notes: During the 3 <sup>rd</sup> unexcused absence communication, teacher is to review the RCSS Attendance Protocol and Compulsory Attendance Law. Attendance Review Team Members are to verify/obtain signatures and upload the Acknowledgement of Receipt of the RCSS Code of Student Conduct and Discipline OR Compulsory Attendance Law into the Attendance Protocol Tab Documents section.			
Tier 2	<b>5<sup>th</sup></b>	Generate and Mail School's 5 Day Letter	Attendance Review Team Member	Document action in Attendance Protocol Tab
	<b>6<sup>th</sup></b>	Attendance Review Parent Conference	Attendance Review Team Member	Document action in Attendance Protocol Tab Upload Attendance Review Conference Form and Attendance Contract in Attendance Protocol Tab Documents
	<b>8<sup>th</sup></b>	Complete SWARM Concern	Attendance Review Team Member	Submitted SWARM Concern
		Upgrade SWARM Concern to SWARM Referral	Social Worker	SWARM Referral
		Social Worker Parent Conference (Phone, In-School, or Home Visit)	Social Worker	Document Action in Attendance Protocol Tab Upload Signed 10 Day Superintendent's Letter into Attendance Protocol Tab>Documents
Tier 3	<b>10<sup>th</sup></b>	Generate and send 10 Day Superintendent's Letter via certified mail	Attendance Review Team Member	Document action in the Attendance Protocol Tab
		Upload CHINS packet and email Court Liaisons	Social Worker	Document action in the Attendance Protocol Tab
		Review CHINS Packet submission and proceed with next steps	Court Liaisons	Document action in the CHINS Tab.