



RICHMOND COUNTY

SCHOOL SYSTEM

Department of Student Services
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Malinda Cobb, Ed. D.
Associate Superintendent

Kenneth Bradshaw, Ed.D.
Superintendent

Marcus Allen
Asst. Superintendent, Student Services

ATTENDANCE REVIEW CONFERENCE

Date _____

The purpose of this plan is to work with the student and family to identify and remove barriers to promote positive attendance. Please use this form to guide your contact with the family prior to signing the attendance contract.

Student: _____ DOB: _____

Teacher: _____ Grade: _____

Student Lives with: _____

Address: _____

Phone(s): _____

Involved in RtI, 504, SPED: _____

Attendance Data

_____ Total absences
 _____ Excused
 _____ Unexcused

_____ Total early dismissals

_____ Total tardies

_____ # of Parent notes

_____ Suspensions

_____ Other

Areas of Focus

Tardies

Early Dismissals

Chronic Absenteeism

Truancy

Attendance History

of schools attended: _____

Current Attendance Rate: _____

Previous Year's Atten Rate: _____

