

Colleton County School District

Truancy Intervention Plan

Weekly Attendance Procedure

The following procedures have been established to identify students whose attendance is not within the guidelines of the State of South Carolina. These reports should be run each week on the first school day of the week. Any student identified through these procedures should be dealt with as indicated on the following pages.

Each week you must run the following reports from the Query:

Weekly 3-Day Unexcused Absence Report

- 3 unexcused absences, phone or letter required
- Place this report in the **Black** “3 Day” binder
- Refer to Truancy Intervention Plan, **Section 3 Cumulative Unexcused/Unverified Absences**

Weekly 5-Day Unexcused Absence Report

- 5 unexcused absences, letter and conference required
- Place this report in the **Grey** “5 Day” binder
- Refer to Truancy Intervention Plan, **Section 5 Cumulative Unexcused/Unverified Absences**

Weekly 10-Day Unexcused/Unverified Absence Report

- 10 unexcused absences, letter required
- Place this report in the **Green** “10 day” binder
- Refer to Truancy Intervention Plan, **Section 10 Cumulative Unexcused/Unverified Absences**

Weekly Truancy Intervention Plan Violation Report

- 12 unexcused absences (Court proceeding begins)
- Place this report in the **Blue** Court Binder, TIP Violation Section
- Refer to Truancy Intervention Plan, **Section 12 Cumulative Unexcused/Unverified Absences**

Weekly Court Order Violation Report

- Any unexcused absences or OSS after Court Order (Rule to DJJ)
- Place this report in the **Blue** Court Binder, Order Violation Section
- Refer to Truancy Intervention Plan, **Section Court Order Violation**

Weekly DJJ Notification Report

- Any unexcused absences or OSS after Rule DJJ
- Place this report in the **Blue** Court Binder, DJJ Notification Section
- Refer to Truancy Intervention Plan, **Section DJJ Notification**

**Each report must be placed in the specified binder
even if no one prints out on the report.**

3 Cumulative Unexcused Absences

- School must contact parent/guardian by phone or mail
- Create a folder for this student labeled with
 1. Student Attendance Folder (SAF)
 2. Student's full name
 3. Student's date of birth
- Make the first entry on the Documentation Log to record action taken
- Add the Documentation Log to the Student Attendance Folder
- Enter date of contact to SASIxp field "**Att Lett-3**" (SC Additional Student Information Screen)

5 Cumulative Unexcused Days

- School must mail the 5 Day Attendance Letter
- **Hand address** envelope without the school name in the return address
- Place copy of 5 Day Attendance Letter in the SAF
- Make entry on Documentation Log
- Enter date of 5 Day Letter to SASIxp field "**Att Lett-5**"

Elementary, Middle and High School

- Complete Mandatory Parent Conference Notification
- Send copy of Mandatory Parent Conference Notification to
 - ✓ School Administrator handling the conference
 - ✓ Guidance Counselor
 - ✓ Attendance Clerk
 - ✓ CCSD Attendance Coordinator
 - ✓ Any outside agency already working with the student
- Place copy of Mandatory Parent Conference Notification in the SAF
- Parent/Guardian must confirm Conference appointment by phone or mail
- Make entry on Documentation Log when confirmation is made

At the time of the Mandatory Parent Conference

- Attendance Intervention Plan (IP) is developed and signed by the parent/guardian and student
- Make 2 copies of the IP and mark as COPY. Give one copy to the guidance counselor and the other copy to the parent/guardian.
- **Place the Original IP in the SAF.**
- Enter date of Intervention Plan in the SASIxp field "**TIP**"

10 Cumulative Unexcused Days

- School must mail the **10 Day Attendance Letter**
- Place copy of 10 Day Attendance Letter in SAF
- Make entry on Documentation Log
- Enter date of 10 Day Letter to SASIxp field "**Att Lett-10**"

12 Cumulative Unexcused Days

Elementary ONLY

- Send the following to the Attendance Coordinator
- A copy of the 12 Cumulative Unexcused/Unverified Absence Report
- SASIxp records
 - 1 Attendance Report (ATD 42)
 - 2 Discipline Report
 - 3 Report Card
 - 4 Student Database Information

Middle and High School ONLY

- Complete the following documents to begin legal proceeding for violation of SC Compulsory Attendance Law
 1. Petition
 2. Verification

- Send the following to the CCSD Attendance Coordinator
 1. Above named documents
 2. ***Original Attendance Intervention Plan***
 3. SASIxp records
 - a. Attendance Report (ATP 13)
 - b. Discipline Report
 - c. Report Card
 - d. Student Database Information
 - e. Attendance Contract

- Place copies of the above documents in the SAF
- Enter date in the SASIxp field **“Petition”**
- Following the hearing you will receive a copy of the resulting Court Order
 1. Enter the date of the Court Order in the SASIxp field **“Court Order”**
 2. Place a copy of the Court Order in the student’s Permanent Record
 3. Give a copy to the Guidance Counselor

Court Order Violation

The following must be completed within two (2) days of an unexcused or OSS absence

- Student has one (1) Unexcused or OSS day following the issue of a Court Order
 - Send the District Court Order Violation Letter
Schedule conference with parent to complete Attendance Intervention Plan
 - Place a copy of the letter in the student SAF

- Student has five (5) Unexcused/Unverified or OSS days following the issue of a Court Order
 - The Student is in violation of the Court Order.
 - Complete the school portion of the Rule to Show Cause and Affidavit
 - Send to the Attendance Coordinator
 1. Rule to Show Cause and Affidavit
 2. SASIxp Attendance and Discipline Reports
 3. Complete copy of the Court Order/School Attendance Order
 - Place copies of the above documents in the students SAF
 - Enter date in the SASIxp field **“Order Violation”**