


## ATTENDANCE/TARDY PROCEDURE

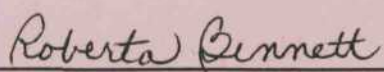
*“Attendance increases academic engagement.”*


- Every Friday, teachers will send all parent “excused-absence” notes in the envelope provided to the guidance counselor (Eva Christu). Place envelopes in her mailbox.
- Every Friday, the data prep clerk will run two weekly attendance lists. One copy will go to the social worker (Roberta Bennett) and another to the guidance counselor (Eva Christu).
- The social worker will identify those students with 5 or more absences and/or tardies and submit a list to the guidance counselor.
- The guidance counselor will send a **5-Day Warning** letter to parents. The teacher will receive a copy as an **FYI**. A copy will be given to the social worker and the staffing coordinator (Jodi Hooks) with a **Request for Services** to the social worker.
- Upon receipt of the **RFS**, the social worker will contact parents. This begins the referral process through the **Truancy Intervention Program (TIP)** which is affiliated with the State Attorney’s Office.

**Thank you so much for your cooperation as, together, we help students and families,**

  
Rory Morris-Richardson  
Principal

  
Eva Christu  
Guidance Counselor

  
Roberta Bennett, MA, MSW, LCSW  
School Social Worker

  
Jodi Hooks  
Staffing Coordinantor