

Tier 1 Truancy Contract

On Date, a conference was scheduled between

Parent's Name

and

School Official

regarding Student's Name and his/her attendance, specifically unexcused absences and/or tardies.

Any unused parent notes and any doctors' notes may be accepted today, even if it is beyond five days from the return of the absence.

From this point forward, the parent agrees to turn in the required documentation within five days of the student's return from the absence. Once the limit of thirty-five hours of parent notes has been reached, each absence will require a note from a doctor or appropriate legal official to be excused. Once a child reaches five unexcused absences, he/she is considered truant and may be referred to juvenile court.

Steps the child and/or parent may take to avoid further unexcused absences:

Examples include:

- I will make attending school every day a priority.
- I will keep track of my attendance and absences.
- I will set my alarm clock for _____ a.m.
- I will attend school every day unless I'm truly sick with a temperature of 100 degrees or more.
- I will find a relative, friend or neighbor who can take me to school if I miss my bus.
- If I am absent, I will contact my teachers to find out what I missed.
- I will ask that my medical and dental appointments be set up for weekdays after school. If I must have a medical appointment during the school day I will try to attend school the majority of the day.
- When I am struggling with a challenge that is keeping me from school I will confide in an adult at school and seek help.

Steps

Steps the school or staff may take to assist the student/parent:

School Steps

A follow up meeting is scheduled for Next Meeting Date at Time. If the student and parent have met the guidelines, the child will remain in Tier 1 for the remainder of the school year. If the student and parent have not met the guidelines, they will advance to Tier 2 Truancy Interventions. A meeting will be scheduled sooner if the student accumulates another unexcused absence prior to the scheduled meeting date.

Meeting Notes

Notes

I understand and agree to the terms and conditions stated above.

Signature of the Student

Date

Signature of the Parent

Date

Signature of the School Representative

Date