Mapping and Responding to Student Absences

Student Name:_____

Week _ of term _, 2018		M	T	W	T	F	M	T	W		T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Attendance improving Y/N
		Week 1					Week 2						Week 3					Week 4					Week 5				
Expected and planned attendance times		SMART Goal:																									
• Days/week, times																											
Attendance Data																											
Absent																											
Unexplained/ unverified absence																											
Excused absence																											
Reason – explanation-																											
Medical-Drs certificate provided																											
Illness- parent ph call only																											
Sick bay accessed- time of day/ subject missed																											
Late arrival/ early leaving What time?																											
Subject missed																											
School follow up- timely – within 2 days and supportive																											
With student informal/ formal/ who																											
With family attempted/ not reached																											
Left message																											
Note home																											
Phone conversation with parent/ student																											
Meeting																											
Home visit																											
Other consequences																											

For Tier 2 students who are school avoiding - ie. Absent more than 4 times in a 4 week period.
- Have a planned and expected attendance requirement for the student.
- Is there a pattern to the absences- specific subject/day/event at home?
- Is there an evident function to the school avoidance? What may the student be avoiding/ seeking?
- Be clear with the parent/ carer re the expected documentation & notification required for absences

This resource was modified by Travancore School Outreach Team

Reference: Check & Connect. University of Minnesota

Travancore SCHOOL