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Statement of.....

## **Policy and Responsibility**

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SUBJECT: VISITS TO STUDENTS NOT ATTENDING SCHOOL

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### Visits to Students Not in School

The Director of Student Services or designee (social worker, counselor, resource officer, or building administrator) will visit students not regularly attending school.

A. Initiating visits to students not regularly attending school:

When a student is absent 10 or more cumulative days for any reason or when the attendance is determined to be irregular or erratic, the teacher, counselor, or other personnel designated by the principal will make the first contact to the student's parent/guardian by telephone or home visit. If after no less than two weeks nor more than four weeks, the student's attendance rate is not 80% or better, the principal will request a follow-up contact with the parent/guardian. Using the appropriate form provided by the district, the principal will submit a request to visit a student not regularly attending school to the Director of Student Services. The principal may for unusual reasons request a contact be made by the Director or designee even though a first telephone contact or home visit has not been made.

B. Conducting visits to students not regularly attending school:

The Director of Student Services or designee will make the home visit to determine the cause of absence. If illness is suspected, the school nurse will make the home visit with the Director of Student Services or designee, and/or a law enforcement officer. Evening visits or contacts will be made if the parent/guardian cannot be contacted during the daytime. Additional visits will be conducted if the parent/guardian does not respond to the recommendations of earlier visits.

C. Reporting on visits to students not regularly attending school:

A report will be completed and filed with the principal on all referrals stating the findings and recommendations. The principal and faculty will work with the Director of Student Services as necessary in preparing recommendations.

D. Disposition of severe problem cases:

When persistent efforts to keep the student in school have been determined to be unsuccessful, the principal and the Director of Student Services may seek assistance from outside agencies and other appropriate resources.

E. Students withdrawing from school:

When a student whose unsatisfactory attendance has been monitored by the school and district officials withdraws from school, the Director of Student Services shall be notified within five days so that the Director can verify the withdrawal. When necessary, the principal may request verification by the Director of Student Services prior to completing the withdrawal.

# MURRAY SCHOOL DISTRICT REPORT OF UNSATISFACTORY ATTENDANCE

Student Name \_\_\_\_\_ Identification Number \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Attendance history for immediate previous year: \_\_\_\_\_ / \_\_\_\_\_

Attendance history to date (report attached): \_\_\_\_\_ / \_\_\_\_\_

### CONTACT with PARENT/GUARDIAN:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Participants:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome of contact: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requests of school/district officials: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
School/District Official