



InspireNOLA Schools Level Intervention for Chronic Absenteeism and Truancy

- Under the law students must attend school from age 5 to 18.
- Students must be in attendance for 167 days to pass a course (K-8) and to earn credits (8-12).
- All excused, unexcused absences, tardies and suspension count as absents.
- A student can only be absent 10 days a school year.
- **All absences contribute to learning loss.**

When responding to students who presents with excused absences and/or unexcused tardy it is imperative that all interventions and efforts to address truancy and chronic absenteeism be documented accordingly.

Total number of days absents	Recommended Interventions	Documentation
1 st unexcused absence	Teacher call parent and/or send email	Teacher phone log/email
2 nd unexcused absences	Teacher call parent and/or send email/attendance letter from Power School	Teacher phone log/email/ copy of attendance letter from Power School
3 rd - 5 th unexcused absences	Teacher refers student to Mental Health Provider (SSW/LPC) and provide the written proof of documented teacher intervention noted on SW Attendance Calendar Teacher Submit 300R to SAT for intervention with MTSS. Mental Health Provider (MHP) send Attendance Conference Letter Home and facilitates conference review prior interventions and assess reasons for continued unexcused absences and/or tardies. MHP review state law with parents Create an attendance contract.	SW Attendance Calendar Copy of 300 R Calendar invite for meeting date. Copy of attendance letter Copy of teacher intervention Copy of Revised Status 17:221 and 17:233 Copy of attendance contract with parent and student signatures.
6 th - 9 th unexcused absences	May conduct a home visit. Should create an attendance plan, to address the reasons for the student's chronic absence	Written report on finding of home visit. Copy of plan and resources provided to parent and students
10 th -14 th	Refer to NOLA-PS for FINS or Municipal Court In Make-up work plans/ Short term incentives. Students daily check in	FINS School Complaint Form & Risk Survey Municipal Court Summons Request Form