

School Attendance Improvement Plan (SAIP) Date:

Goal: Increase (student's name) school attendance by (date)

Name of student: Date of Birth: Gender: Grade Level:	Address: Phone Number:	Special Needs: Medical/Health Concerns:
Name of Parent/Guardian:	Address: Phone Number (S):	Address: Phone Number (S):
Name of School District: SCASD Name of School:	Address: Phone Number: Website:	Principal's Name: Email: Counselor's Name: Email: Home and School Visitor: Name: Cindy Surgeon Phone: 814-272-8225 Email: ces31@scasd.org Referral Source:
Parents Contacted By:	Date:	Via: phone / email

Date of Absence	Written Excuse Provided? (Y/N)	Reason(s) for Absence	Action Taken (e.g., Parent Letter, 1 st offense sent on, John Doe called parent, Mrs. Smith to discuss)
1.			
2.			
3.			
4.			
5.			

Consequences for non-compliance

1. There is a direct correlation between academic success and attendance. Therefore, by not complying with the compulsory school attendance law there is an increased risk of academic struggles.

2. Non-compliance of compulsory school attendance will lead to legal actions. Any unexcused absences after the TEP meeting will result 2nd offense being filed with the District Magistrate Court on a weekly basis.

3. If a criminal complaint is filed in the Magistrate Court, criminal changes will show up on a criminal background check.

Date(s) for Follow-up Outcomes Meeting: _____

For questions, concerns or difficulties implementing this plan or if the roles of each party is unclear, contact () prior to the scheduled progress meeting.

Outcomes from meeting on: 1. 2. 3.
Next Steps from meeting on: 1. 2. 3.

This SAIP was created collaboratively to assist the student in improving attendance, to enlist the support of parent/guardian and to document the school's attempt to provide resources to promote student success.

Signatures	Date
Student:	
Parent or Guardian:	
School Administrator/Dean:	
School Counselor:	
Classroom Teacher:	

School Psychologist:	
Home and School Visitor:	
Family Outreach Specialist:	
School Nurse:	
Other:	
Other:	
Other:	