

## FDCSD Attendance Policy/Procedure

The attendance data will be run daily by the building secretary and letters mailed out on a daily basis to ensure we are notifying parents/guardians as soon as possible.

At 3 days absent (5 days tardy), the building secretary will notify the classroom teacher and the classroom teacher will call the family to see what he/she can do to help with attendance/tardiness.

At 5 days absent (10 days tardy), a letter will be generated through Infinite Campus and will be mailed home to the family with notification to the classroom teacher in case the parent/guardian reaches out to him/her.

At 9 days absent (15 days tardy), the same letter will be generated and mailed home.

At 10 days absent (20 days tardy), the principal/counselor/Bridges staff will call to request a meeting with the family to discuss the absences/tardiness and the county attorney will be emailed regarding the concern with attendance.

At 15 days absent (22 days tardy), another meeting will be requested and a discussion will happen regarding next steps involving the County Attorney.

At 17 days absent, a medication meeting will be scheduled through the County Attorney's office.