**Student: SID: DOB:**

**Teacher: Date:**

By law, schools are required to intervene if a student has had 5 or more unexcused absences and attempt to reduce or eliminate further unexcused absences.

You are being requested to complete this form for **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (student) because he/she has begun accumulating unexcused absences or excessive excused absences. Please complete this form as it relates to his/her attendance in your class.

Please indicate below whether you have offered, or are going to offer, any of the interventions listed.

This student’s attendance impacts his/her academic success in my class in the following ways: (ex: missing assignments, missing tests, behind the rest of the class, unable to participate in group projects)

* I will/have schedule(d) a conference for Date/Time, with to discuss an intervention plan, or
* I have attempted the following interventions:
* I will attempt the following interventions by (when):
  + Held parent conference(s) (in person\_\_ by phone\_\_) to discuss grades
  + Conducted Teacher/Student Conference to discuss plan of action for improving grade
  + Held parent conference(s) (in person\_\_ by phone\_\_) to discuss credits
  + Conducted Teacher/Student Conference to discuss credit retrieval and/or a graduation plan.
  + Made a teacher directed seating change in response to a concern in class
  + Allowed for preferential seating at student’s request/student’s choice of seat
  + Allowed student to work with a partner or independently
  + Provided study skills instruction and/or tools
  + Provided additional time to complete assignments
  + Provided modified assignments
  + Arranged for after school tutoring or additional help with assignments
    - Tutoring provided by (Agency/Staff/Program name)

On (days) at (time)

* + Parent and student declined tutoring. Reason given:
  + Other:

What was the outcome of the interventions?

Additional notes/comments:

**Staff Signature and Title: Date:**