

# Dr. Carlos J. Finlay Elementary

## Attendance and Tardy Policy



### 1 Absence

- School Messenger/Personal Call

### 3 Absences

- School Messenger/Personal Call

### 3 Consecutive Absences

- School Messenger/Personal Call
- Home Visit H2, FM 5869 (if no contact made)

### 5 Absences

- School Messenger/Personal Call
- Letter Home L1
- Target Student Form

### 5 Consecutive Absences

- School Messenger/Personal Call
- Letter Home L1
- Target Student Form
- Home Visit H2, FM 5869 (if no contact made)

### 10 Absences

- School Messenger/Personal Call
- Letter Home School Board Policy L1
- Target Student Form
- Convene Attendance Review Committee CB, FM 6704
- Attendance Contract P2, FM 6952
- Place on Progress Report FM 7245 (if needed)

### 15+ Absences

- School Messenger/Personal Call
- Truancy Letter Sent Home TL
- Admin./Social Worker/Parent/Student Truancy Meeting TM
- Complete Truancy Packet TM (if applicable)
- Refer Student for i-3 Services (if applicable)

### 10-15 Tardies

- Letter Home L1
- Refer to School Counselor

### 15+ Tardies

- Administrative Referral