RICHMOND COUNTY SCHOOL SYSTEM

Department of Student Services
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Associate Superintendent

Kenneth Bradshaw, Ed.D.
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Marcus Allen
Asst. Superintendent, Student Services

ATTENDANCE REVIEW CONFERENCE

Date _____

The purpose of this plan is to work with the student and family to identify and remove barriers to promote positive attendance. Please use this form to guide your contact with the family prior to signing the attendance contract.

Student: _____ DOB: _____

Teacher: _____ Grade: _____

Student Lives with: _____

Address: _____

Phone(s): _____

Involved in RtI, 504, SPED: _____

Attendance Data

_____ Total absences
_____ Excused
_____ Unexcused

_____ Total early dismissals

_____ Total tardies

_____ # of Parent notes

_____ Suspensions

_____ Other

Areas of Focus

Tardies ☐

Early Dismissals ☐

Chronic Absenteeism ☐

Truancy ☐

Attendance History

of schools attended: _____

Cur

Attendance History

How does the student arrive to school? _____

How does the student go home? _____

Barriers to Positive Attendance

☐ Transportation	☐ Medical/Health	☐ Behavior/Mental
☐ Financial	☐ School Issue	☐ Family Issue

Other (Please Describe): _____

Explanation:

Interventions to Minimize Barriers:

Next Steps if plan is not followed:

Signatures of Participants

Signature	Title