

School District of Mishicot
Tiered System of Attendance Support



Tier 1 = Communication and Education to all Stakeholders

- District Summer Attendance Mailer and Posters/Flyers
- School based summer attendance updates
- Annual school transition meeting
- Summer reach outs to historically struggling families
- Engagement Meeting at the Family Back to School Events
- SIS Alert for Absences
- Infinite Campus will be set up to send emails/push notifications for all absences

Tier 2 = Phone call home for any unreported absence

- Not documented on Spreadsheet
- Welfare check completed and documented on spreadsheet after three consecutive days of no-call no-show

Tier 3 = [Family Awareness Letter](#)

- First 30 Days
 - Absent for 3 days (As defined by the state 0, 33%, 66% values)
 - Do not have to wait until 30 days are up. Whenever the student records 3 absences they get the letter
- After 30 days anything below 90%
- Student is added to attendance tracking sheet - remains there for rest of school year
- School Counselor meets with student and documents and follows up with a contact to the guardian.

Tier 4 = [Meeting Request Letter](#) [Meeting Form](#)

- Attendance below 90% and remains there for 2 weeks after Tier 3

Tier 5 = [Citation Warning Letter](#)

Resident Student or Student identified under McKinney Vento

- Attendance below 90% and remains there for 2 weeks after Tier 4

Open Enrollment

- Attendance below 90% and remains there for 2 weeks after Tier 4
- Welfare check on family completed by admin/SRO
- [OE Truancy Notice](#)
- Must include a print out of absences
- Sent certified mail

Tier 6 = Citation

Resident

- Attendance remains below 90% two weeks after the citation warning has been delivered
- Citation

Open Enrollment

- Attendance remains below 90% two weeks after the citation warning has been delivered
- [OE Termination Notice](#)
- Sent certified mail
- Inform District Office