



**DEPARTMENT OF DEFENSE**  
**DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS**  
**SOUTH CAROLINA/FORT STEWART/DoDDS-CUBA DISTRICT**  
**DISTRICT SUPERINTENDENT OFFICE**  
Telephone (912) 369-6691 Fax (912) 876-8417

**School action steps based on designated absent increments.**

<b>Absent 1 Day</b>	<ul style="list-style-type: none"><li>• <b>Contact parents for excused and unexcused absences within first hour of school</b></li></ul>
<b>Absent 3 Days</b>	<ul style="list-style-type: none"><li>• <b>Letter sent to parents</b></li><li>• <b>School intervention to determine reason for absences.</b></li></ul>
<b>Absent 5 Days or Tardy 5 Days</b>	<ul style="list-style-type: none"><li>• <b>Letter sent to parents – excused and unexcused</b></li><li>• <b>School intervention might include personal contact of parents</b></li><li>• <b>Copy of letter sent to school liaison officer/family liaison officer</b></li><li>• <b>Student Education Monitoring Plan developed for 5 or more absences</b></li><li>• <b>Administration reviews student academic performance – possible SST referral may be developed</b></li><li>• <b>5 or more tardies is excessive and school intervention begins</b></li></ul>
<b>Absent 7 Days</b>	<ul style="list-style-type: none"><li>• <b>Convene SST to review educational progress for absences or tardies</b></li><li>• <b>Develop or modify intervention plan to support the student’s regular attendance in school</b></li><li>• <b>Conference with parents for SST action steps</b></li><li>• <b>Possible command notification to support school plan</b></li></ul>
<b>Absent 10 Days</b>	<ul style="list-style-type: none"><li>• <b>School contacts command to intervene with parent who continues to defy school attendance policy and intervention plan</b></li></ul>