



**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

**Interventions for Absent and Tardy Students**

<b>Absent 1 Day</b>	Contact parents for excused and unexcused absences within first hour of school
<b>Absent 3 Days</b>	<p><b>Actions to Consider</b></p> <ul style="list-style-type: none"> <li>• If absences are consecutive and having a negative academic impact, personal contact with student and/or parent is expected and must be documented</li> </ul>
<b>Absent 5 Days or Tardy 5 Days</b>	<p><b>Mandatory Actions</b></p> <ul style="list-style-type: none"> <li>• Letter sent to parents – total number of absences and/or tardies included (School decides if all absences are sent or focus only on unexcused absences)             <ul style="list-style-type: none"> <li>○ Include in letter command will be notified at the 10<sup>th</sup> absence</li> </ul> </li> </ul> <p><b>Other Actions to Consider</b></p> <ul style="list-style-type: none"> <li>• Review student academic performance</li> <li>• SST referral may be developed if absences are determined not causing poor performance</li> <li>• Conference with parent/student             <ul style="list-style-type: none"> <li>○ Determine reason for absences</li> <li>○ Complete a Student Educational Monitoring Plan for pre-approved block leave</li> <li>○ Develop an intervention plan which supports the student’s academic success</li> </ul> </li> </ul>
<b>Absent 7 Days or Excessive Tardies</b>	<p><b>Actions to Consider</b></p> <ul style="list-style-type: none"> <li>• Parent conference to discuss the agreed upon intervention plan             <ul style="list-style-type: none"> <li>○ Modify the intervention plan if needed</li> </ul> </li> <li>• Review student academic performance</li> <li>• SST referral may be developed if absences are determined not causing poor performance</li> </ul>
<b>Absent 10 or more Days or Excessive Tardies</b>	<p><b>Mandatory Actions</b></p> <ul style="list-style-type: none"> <li>• Letter sent to parents – total number of absences and/or tardies included (Both excused and unexcused)             <ul style="list-style-type: none"> <li>○ Inform parents that command has been notified and will continually be updated monthly</li> </ul> </li> <li>• Parent conference to discuss the agreed upon intervention plan</li> <li>• Command notification for all students with 10 or more absences or tardies (excused <b>and</b> unexcused)             <ul style="list-style-type: none"> <li>○ Prioritize students on the Student Attendance Monitoring Spreadsheet which the school wants command support</li> </ul> </li> </ul> <p><b>Other Actions to Consider</b></p> <ul style="list-style-type: none"> <li>• Review student academic performance</li> <li>• SST referral may be developed if absences are determined not causing poor performance</li> </ul>