

AIP
(ATTENDANCE IMPROVEMENT PLAN)
GUIDELINES & ATTENDANCE MATTERS

- At the elementary, principal will make the initial phone call to the parent concerning the AIP. At the HS/MS, principal will make the call and/or have conference with student if the student is currently enrolled.
- 3 unexcused absences = a certified letter, parent conference, or telephone conference; and the development of an AIP. After the 3rd unexcused absence, the SRO will call parent concerning the 3rd unexcused absence and explain that the next unexcused absence a citation will be issued.
- 4th unexcused absence = a call from the SRO informing parent that a citation has been issued.
 - Elementary-citation will be issued to the parent.
 - HS/MS-for students 12 years of age and under, the citation will be issued to the parent.
 - HS/MS-for students 13 thru 16 years of age, the citation will be issued to the student.
- Upon the 10th day with only parent notes received, the “doctor excuse letter” will be sent. If no doctor excuse is received for the next absence, the absence will be unexcused, an AIP will be written; and the parent will be called by the principal.
 - Each absence without a doctor excuse will = another citation and so on. At the elementary, the principal will call parent to discuss the AIP that has already been in place. At the HS/MS, the principal and the SRO will discuss AIP with the student.
- Summer school = 3 unexcused absences and more than 20 absences.
 - Examples = 18 absences and 3 unexcused absences
17 absences and 4 unexcused absences
16 absences and 5 unexcused absences....etc

The “crucial” factor that determines attendance to summer school is ... more than 20 absences AND 3 unexcused absences.

 - Refer to Web Page
 - **Summer School** – If summer school is not completed. The student will not be promoted to next grade. Student will start out in Alt Ed (45) days. Will move up to next grade when requirements are complete.