



Intervention Department

When to call Attendance Officer OR Reengagement Specialist...

(We ask that a minimum of three site-based attendance interventions are attempted by a school before referral is submitted.)

For additional resources and interventions click on: [Intervention / Attendance Toolkit for School Leaders \(washoeschools.net\)](http://washoeschools.net)

ATTENDANCE OFFICER MAY PROVIDE THE FOLLOWING:	RE-ENGAGEMENT SPECIALIST MAY PROVIDE THE FOLLOWING:
<p><u>Transports</u> <u>Student refusing to go to school</u> – Parent calls school on that day to say student is at home and refusing to go to school ✓ AO will attempt to transport student to school <u>Student CT 3 or more days</u> – Student confirmed truant and CT's are coded in IC and truancy letters have been sent to family ✓ AO will attempt to transport student to school Email Administrator and Counselor</p>	<p><u>Formal Attendance Monitor</u> For students that schools have attempted at least three site-based interventions and have a chronic absenteeism rate between 15% or greater, RES may put a student on a 45 day formal attendance monitor ✓ Weekly check-ins with family and student</p>
<p><u>Home Visits</u> <u>Students with absenteeism 7-14%</u> HV will be conducted and school will be updated on interaction in person or email <u>School requesting address verification</u> – Usually for pre-audits, zoning verification, and returned mail</p>	<p><u>Locate Vanished Students</u> RES will: ✓ Locate vanished students ✓ Provide re-enrollment support</p>
<p><u>Formal Attendance Monitors</u> For students that schools have attempted at least three site-based interventions and have a chronic absenteeism rate between 7-14%, AO's may put a student on a 45 day formal attendance monitor ✓ Weekly check-ins with family and student</p>	<p><u>Provide Ongoing Case Management</u> ✓ Assessment of student and family needs ✓ Provide access to resources ✓ Provide limited transports when necessary ✓ Provide home visits when necessary ✓ Monitor attendance and engagement ✓ Advocate and mentor</p>
<p><u>SARB/Truancy Citations</u> When students have been provided: ✓ Three site bases interventions ✓ Been placed on a formal attendance monitor ✓ And continue to have challenges with attendance AOs can support schools in requesting a Student Attendance Advisory Board Hearing (SARB) *Students in grades 7-10 that have completed SARB case management and attendance has not improved may be cited for truancy through Juvenile Services</p>	

***School will need to make sure attendance is coded correctly.

All documentation must be noted in the appropriate IC tab.

**Attendance Officers will log interactions with student in attendance notes and CT related interactions in the behavior tab. AO will also email administrator and counselor any relevant updates.

For Dispatch contact Dodi Broker at 775-353-6945 or dbroker@washoeschools.net
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