



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://www.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.

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