





Student Service Team has determined that a pattern of non-attendance is developing

Notice of Conference specifying date/location/time sent to parent/guardian

Notice of Potential Consequences For Non-Enrollment/Non-Attendance sent to parent/guardian

Notice of Rights and Responsibilities Regarding School Attendance sent to parent/guardian

CINS (Child in Need of Service) Community Based Counselor invited to conference

Notice to MCSD Home Education Contact IF student is withdrawn from school

Parent Conference

The purpose of the conference is to determine reason and to identify remedies for non-attendance

Date of conference \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian attended

Parent/Guardian did NOT attend scheduled conference

Parent/Guardian explanation of absences: \_\_\_\_\_

Identified Strategies / Interventions \_\_\_\_\_

Signatures

\_\_\_\_\_  
Principal / Designee

\_\_\_\_\_  
Parent / Guardian

\_\_\_\_\_  
Guidance Counselor

\_\_\_\_\_  
Student

\_\_\_\_\_  
CINS Community Based Counselor

\_\_\_\_\_  
Student Service Team representative

\_\_\_\_\_  
Other / Title

\_\_\_\_\_  
Other / Title

Result:

Attendance Improved  Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Closure

Non-Attendance Pattern Continues  Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If initial conference does not resolve issue and/or if parent/guardian does not attend scheduled conference, the Student Service Team implements interventions.

Initiation Date	Interventions	Responsible Party	Review Date	Results

Result:

Attendance Improved  Date \_\_\_/\_\_\_/\_\_\_ Closure

Non-Attendance Pattern Continues  Date \_\_\_/\_\_\_/\_\_\_

School Student Service Team Interventions have not resolved the issue and non-attendance pattern persists   
 And / or Student is habitually truant (has 15 unexcused absences in a 90 calendar-day period)

Habitually Truant Notice sent to parent/guardian

Notice of Potential Consequences For Non-Enrollment/Non-Attendance sent to parent/guardian

Date of CINS referral to the CBC (Community Based Counselor) \_\_\_/\_\_\_/\_\_\_

Determination was made by the CBC to schedule a CINS Case Staffing

Date of CINS Case Staffing \_\_\_/\_\_\_/\_\_\_

Representative from school attending CINS Case Staffing \_\_\_\_\_

Recommendations of CINS Case Staffing Committee \_\_\_\_\_

CINS Petition Filed  Date \_\_\_/\_\_\_/\_\_\_

Result:

Attendance Improved  Date \_\_\_/\_\_\_/\_\_\_ Closure

Or

Non-Attendance Pattern Continues  Date \_\_\_/\_\_\_/\_\_\_

Recommendation from Student Service Team \_\_\_\_\_