

### Educational Planning Team Recommendation Form – Attendance Intervention

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Student #: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Primary Language at Home \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_  
Parent/Guardian Address: \_\_\_\_\_  
Parent/Guardian Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Reason for Referral:** Date: \_\_\_\_\_ Data Entry Date: \_\_\_\_\_  
Reason Code(s):  Learning  Behavior  Truancy  
 Health  Emotional  Consider for 504 Eligibility

**Statement of Student's Current Level of Performance or Area of Need:**

The student's current school attendance is as follows:  
- The student has \_\_\_ unexcused absences and \_\_\_ total absences to school (not as a result of out of school suspension)

Five (5) Day Absences Letter is attached (for students with 5 or more unexcused absences in a month)

The student's academic progress is as follows:  
- Student grades/FCAT or other assessment scores: \_\_\_\_\_

The student's behavior progress is as follows:  
- The student has \_\_\_ discipline referrals and \_\_\_ out of school suspensions

**Team Recommendations:**

Academic Intervention  Behavior Intervention  Curriculum Change  
 Counseling Intervention  Teacher Change  Classroom Accommodation  
 Dropout Prevention  Other: Attendance Intervention

**Description of Intervention/Instructional Support:**

Parent was informed about/that:

the importance of daily school attendance and the school's desire to partner with them to improve their child's school attendance.

services provided by the School Attendance Review Board – SARB (see attached SARB ).

compulsory attendance law in Florida that requires all students age 6 to 18 to attend school regularly

students with 15 or more unexcused absences in a period of 90 calendar days are legally truant to school

when a student becomes truant to school a truancy petition for parental prosecution will be completed by the school and sent to the Alachua County Public Schools Staff Attorney and State Attorney's office

The parent and school officials completed a Student Attendance Plan (see attached).

**Participants:**

Parent/Guardian: \_\_\_\_\_ Name/Title: \_\_\_\_\_  
Name/Title: \_\_\_\_\_ Name/Title: \_\_\_\_\_  
Name/Title: \_\_\_\_\_ Name/Title: \_\_\_\_\_



