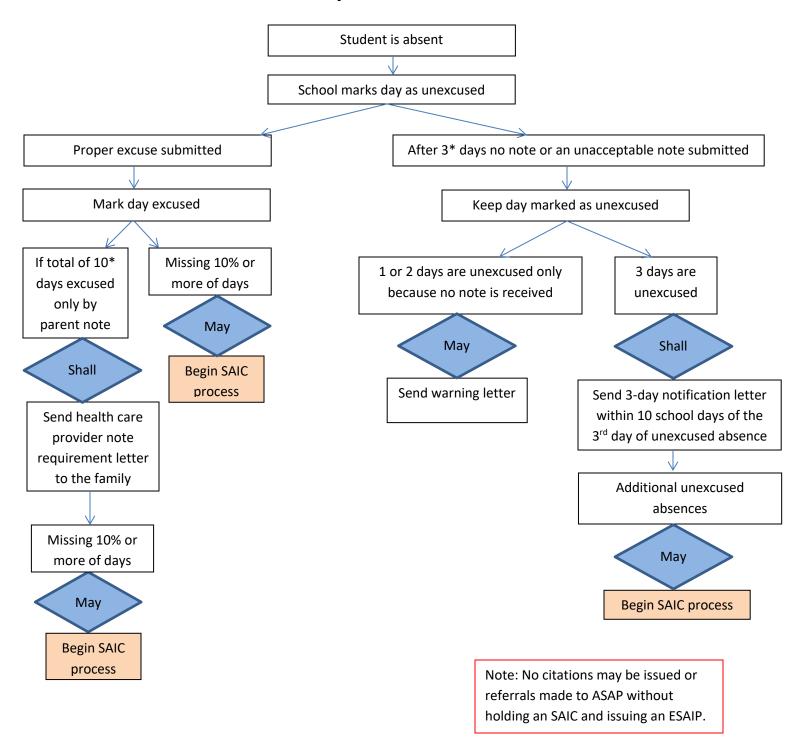
## **Berks County Attendance Procedures**



\*Exact number of days determined by school policy

**SAIC** – School Attendance Improvement Conference

**ESAIP** – Electronic School Attendance Improvement Plan

**ASAP** – Advancing School Attendance Program (SAM) Turn page over for SAIC Process

## **Berks County Attendance Procedures**

## School Attendance Improvement Conference (SAIC) Process May Send invitation to parent Document in Electronic School Attendance Improvement Plan (ESAIP) If needed make phone calls to invite parent Document in ESAIP Hold SAIC with or without parent Send copy of ESAIP to parent if Complete ESAIP not present for SAIC No immediate action needed at this time Document in ESAIP and Additional unexcused absences occur and continue to monitor Send to ASAP (SAM) now total 6 or more unexcused absences attendance Note: Schools making a referral to ASAP should Age 15-17 Under age 15 also file a citation at Additional unexcused the same time. absences occur and now total 6 or more Send ESAIP and Decide whether to cite unexcused absences citation against parent or student parent to MDJ or assign Complete ESAIP parent/student to Send citation and ESAIP PASS program to MDJ or assign student to RACC college/career seminar Age 15-17 Under age 15 Decide whether to cite Send ESAIP and parent or student citation against parent to MDJ or SAIC - School Attendance assign Improvement Conference Send citation and ESAIP to MDJ **ESAIP** – Electronic School Attendance parent/student to or assign student to RACC Improvement Plan PASS program college/career seminar **ASAP** – Advancing School Attendance

Program (SAM)

Prepared by Berks Initiative for School Attendance 2019