



## 5 Unexcused Absences

Families will receive an Edsby message to inquire about the 5 unexcused absences from the appropriate teacher  
The student's support teacher will be copied in on the Edsby message to families

- The teachers will take note of this contact with families
- The student support teacher may connect directly with student and teachers to formulate a plan
- Families may receive the same message from multiple teachers

## 7 Unexcused Absences

If there is no response to the Edsby message from the family, the teachers will follow up with a phone call to the family

- The teachers will take note of this contact with families
- The student support teacher will connect directly with student and teachers to formulate a plan
- Families may receive the same message from multiple teachers

## 10 Unexcused Absences (Chronic)

- Teacher will notify student support teacher
- Student support teacher will arrange a meeting with school social worker, admin link (Jacqui Kroeker or Jane Bachart), student and family. A formal student specific plan is created and is placed in student file

## 15 Unexcused Absences (Severe Chronic)

- Admin link (Jacqui Kroeker or Jane Bachart) will take the lead
- Student specific plan is reviewed with school social worker, student support teacher, student and family. Revised plan is placed in student file
  - Next steps will be discussed, examples could include: dropping a course and adding a resource period for extra help/other timetable adjustments

INCREASED LEVEL OF SUPPORT FROM THE TEAM