**ABSENCE INTERVENTION TEAM**

**COMMUNICATION DOCUMENTATION FOR HABITUAL TRUANCY**

Within seven school days of the triggering absence for habitual truancy, the school is required to make three meaningful attempts to secure the participation of the student’s parent, guardian custodian, guardian ad litem, or temporary custodian on the absence intervention team. Absence Intervention Team (AIT) meetings can be held without a participating family member after three attempted contacts are made. Meetings must be held within fourteen school days after the assignment of the Absence Intervention Team.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Meaningful Attempt to Engage Parent/Guardian in the AIT**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_ Successful? ☐ Yes ☐ No

☐ Phone Call ☐ Email ☐ Home Visit ☐ Letter, Regular Mail ☐ Other

**Second Meaningful Attempt to Engage Parent/Guardian in the AIT**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_ Successful? ☐ Yes ☐ No

☐ Phone Call ☐ Email ☐ Home Visit ☐ Letter, Regular Mail ☐ Other

**Third Meaningful Attempt to Engage Parent/Guardian in the AIT**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_ Successful? ☐ Yes ☐ No

☐ Phone Call ☐ Email ☐ Home Visit ☐ Letter, Regular Mail ☐ Other

☐ Meeting Time and Date Determined Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Within seven calendar days after the plan is developed, the district shall make reasonable efforts to provide written notification to the student’s parent or guardian.

How were the parents/guardians notified? Date of Notification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Phone Call ☐ Email ☐ Home Visit

☐ Letter ☐ Certified Letter ☐ During Absence Intervention Team meeting

☐Other