

Attendance Policy Changes
2018-2019

Minimum Requirements	
3 unexcused absences	<ul style="list-style-type: none"> The parent or legal guardian shall be notified by phone or letter of the student's absenteeism. The parent or legal guardian shall be informed of the following: <ul style="list-style-type: none"> the student's attendance history; the school's attendance policy; the impact of student absences on student academic outcomes; the interventions or services available to the student and family; and the consequences of further absences, including referral to the Children, Youth, and Families Department (CYFD) for excessive absenteeism. A student meeting shall be held.
OR	
5 excused absences	
OR	
a combination of unexcused and excused absences totaling 7 absences	

Tier II	
Trigger	Minimum Requirements
5 unexcused absences	<ul style="list-style-type: none"> The parent or legal guardian shall be notified by phone of the student's absenteeism. The parent or legal guardian shall be notified in writing—by mail or personal service—of the student's absenteeism. The notice shall include a date, time, and place for the parent to meet with the public school to develop intervention strategies that focus on keeping the student in an educational setting. A student assistance team shall be convened to perform a needs assessment and establish a specific intervention plan for the student that includes establishing weekly progress monitoring and a contract for attendance.
OR	
10 excused absences	
OR	
a combination of unexcused and excused absences totaling 10 absences	

Tier III	
Trigger	Minimum Requirements
More than 10 unexcused absences	<ul style="list-style-type: none"> The parent or legal guardian shall be notified by phone of the student's absenteeism. The parent or legal guardian shall be notified in writing—by mail or personal service—of the student's absenteeism. The notice shall include a date, time, and place for the parent to meet with the school principal or head administrator and the student assistance team. The student assistance team shall review and update the previously-established specific intervention plan. The student assistance team shall connect the student to the appropriate resources, as necessary.
OR	

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<p>15 excused absences</p> <p>OR</p> <p>a combination of excused and unexcused absences totaling 15 absences</p>	<ul style="list-style-type: none">• The student assistance team shall establish non-punitive consequences at the school level.• The student and the parent shall again be apprised of the consequences of further absences, including possible referral to CYFD.• If all other interventions have been implemented, students who have accumulated the equivalent of 10 days or more of unexcused absences within a school year shall be reported to the probation services office of the judicial district in which the student resides. Pursuant to provisions of the Children’s Code [Chapter 32A NMSA 1978], the district attorney may initiate an investigation into whether or not the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children’s Code [Chapter 32A NMSA 1978].
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