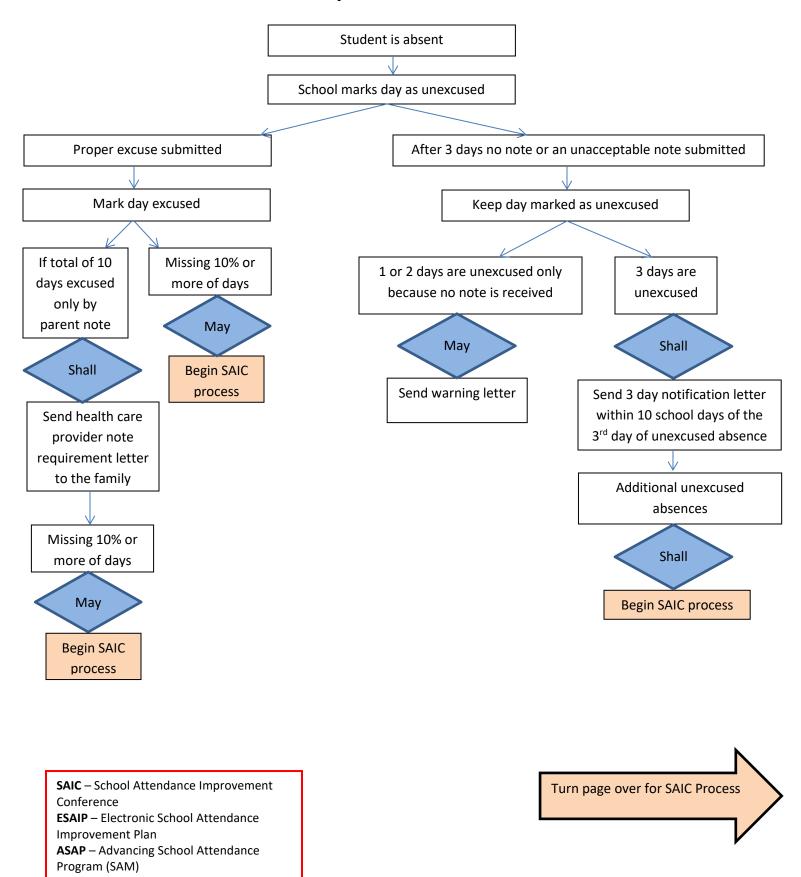
## **Berks County Attendance Procedures**



## **Berks County Attendance Procedures**

## School Attendance Improvement Conference (SAIC) Process Shall 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 Complete ESAIP No immediate action needed at this time Document in ESAIP and Additional unexcused absences occur and continue to monitor now total 6 or more unexcused absences Send to ASAP (SAM) attendance Age 15 or 16 Under age 15 Additional unexcused 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 Complete ESAIP Send citation and ESAIP to MDJ Age 15 or 16 Under age 15 Decide whether to cite Send ESAIP and parent or student citation against parent to MDJ SAIC - School Attendance Improvement Conference Send citation and ESAIP to MDJ **ESAIP** – Electronic School Attendance Improvement Plan **ASAP** – Advancing School Attendance Program (SAM)