

No Show for Scheduled SERA

If a student is assigned SERA and does not attend, please call home to talk to the parent or guardian. Note this contact in Genesis under the student's notes. You will also submit a referral for the student by selecting the appropriate reason and completing the following statement and place it in the description. By submitting the referral a letter will be generated and mailed home.

All letters start with the following:

Dear Parent/Guardian,

This letter is to notify you that your child has not attended the assigned mandatory office hours by student's name's teacher, teacher's name. The reason your child was assigned office hours is because

This is the part you can copy and paste into the description of the referral:

"Student Name is academically at risk because of their grade in **Class Name**. They did not attend the meeting with the teacher scheduled during the SERA block from 1:30 to 2:00 pm every **Day of the Week** on **Date**. By not attending the SERA session, your child is in danger of failing the class and losing credits for the course. **Student Name** is scheduled to attend this meeting weekly on the set day until the grade average is above a 70 (C) and/or any major assignments are made up for the class."

The closing is the same for all letters:

We are certain with your support, your child will become successful in the class.

Please contact the teacher referenced above if you have any questions.

Sincerely,

Assistant Principal Signature

On Time Attendance

Teacher

First Absence—Call student and document notes in Genesis with date, time, method of reaching out and resolution.

Counselor

Second Absence—Counselor will call parent/guardian and document notes in Genesis with date, time, method of reaching out and resolution.

Assistant Principal

Third Absence—Assistant Principal (and other identified administrators if needed) will call to talk to parents and document notes in Genesis with date, time, method of reaching out and resolution.

Principal/CST Director

Fourth Absence—Letter home form Principal and/or CST Director (and Director of Curriculum and Superintendent if needed) document notes in Genesis with date, time, method of reaching out and resolution.

Home Visits

Fifth Absence or More—Scheduled home visit and/or virtual meeting (with identified administrators and staff as needed); document notes in Genesis with date, time, method of reaching out and resolution.

MTSS and Attendance Appeal

Sixth Absence—Identified as Tier 3 on RTI and assigned to I&RS Team; In attendance appeal status; document notes in Genesis with date, time, method of reaching out and resolution.

- RTI and I&RS: Powers, Fisher
- Attendance Appeals: Spoltore