DEVELOPING THE PLAN

**Family Advocate/EHS Specialist:**
- Discuss barriers with the parent/guardian & create steps that support consistent attendance
- Staff & Family will sign plan
- Give a copy to the parent
- Create Attendance Goal in SHINE
- Monthly goal follow up is the ONLY attendance documentation needed.

**Area Assistant:**
Upload a copy of the plan into the GOAL SECTION in SHINE

GOAL/PLAN MONITORING & FOLLOW UP

**First 30 Day follow up:**
**Family Advocate/EHS Specialist:**
- Review goal steps: If they are not successful, work with families to modify steps
- Update steps/add follow up note to goal in SHINE

**After 60 days of goal being created**
If more than 10% of absences are **UNEXCUSED** the Family Advocate/EHS Specialist will consult with (HS) PFCE Sup or (EHS) Ed/PFCE Sup to develop an attendance letter & plan that will be shared with the family. (Letter will **ONLY** be sent after consult)

Express immediate encouragement & recognition

When attendance reaches 90% or above, the goal can be closed

CHRONIC POOR ATTENDANCE
Monitoring & support

When attendance falls below 90% for **ONE** month:
Enter an Attendance Follow Up Case Note in SHINE with summary of reasons & supports offered

When attendance falls below 90% for **TWO** consecutive months:
ongoing support is needed to engage & encourage consistent attendance. A plan MUST be established with the parent

Consult Health if absences are the result of illness

If child is on an IFSP consult Case Manager & MH/Dis Sup

EXPRESS IMMEDIATE ENCOURAGEMENT & RECOGNITION