

Trigger: 10+ Days of absence

Participants:

- Student
- Parent or guardian
- Principal - facilitates the conference to lend a sense of importance to the meeting
- Assistant Principal (oversees student alpha or grade level) - connects discipline issues to feelings generated by falling behind academically due to absences
- School Counselor - provides expertise related to developmental and psychological factors
- Public Health Nurse - assists parents, students, and administrators of a plan is needed to address a health issue that is keeping a student from attending school, whether that issue is perception or reality
- School Social Worker/Therapist - assists parents, students and administrators if a plan is needed to address a mental health issue that is keeping a student from attending school

Agenda:

- Introduction of participants with an explanation of their role
- Outline the purpose of the meeting and put parents and students at ease
 - “We care about our students’ academic and personal success, and we want them to come to school. How can we help?”
- Demographic information - contact information
- Identification of issue: what is keeping the student from attending school on a regular basis
- Gather information
- Connect issue to ultimate goal of graduation
- Create a plan