



# TEQUESTA TRACE Middle School

*There's no place like the Trace!*  
Robert Rivera, Proud Principal

## TTMS Attendance Plan

### **Tier 3: District Social Worker**

Creates and maintains an ongoing database (excel spreadsheet/log) accessible to administrators based on students identified for an attendance monitoring plan.

Works with administrator and/or attendance clerk to disseminate system generated attendance letter to students with ongoing attendance issues.

Social worker meets with the top 20 chronic absentee grade 6 - 8 students on a weekly basis. Social worker provides detailed reports bi-weekly at RTI team meetings.

### **Tier 2: Teachers & School Counselors**

Teacher identifies students with 5 or more absences each quarter and completes a counseling referral & sends to grade level school counselor, and enters an RTI Tier 1 strategy.

School Counselor reviews attendance referral, conducts a student conference, logs an intervention, makes parent contact via email or phone call. School Counselor meets with student 3 weeks after initial student conference. If attendance improves, no action taken. If attendance does NOT improve, student is placed on an Attendance Monitoring Plan and referred to Social Worker.

### **Tier 1: Schoolwide**

Expectations Assemblies, Website, Open House, Marquee, School Newsletter, Attendance Clerk