



Innovations International Charter School of Nevada

Chronic Absentee Notification Procedures

Number of Days Absent	Notification
2	Phone Call - Parent will receive a phone call from the school's office staff indicating that the student has missed two days of school. The student will be required to return to school with a note with the reason for the absence. Students will be given 3 days to make up homework missed during the day.
5	Phone Call and Meeting with the Registrar - Parent will receive another phone call and will be required to meet with the Registrar whereby a letter notifying the parent of the child's progress toward chronic absenteeism will be revealed.
10	Meeting with the Registrar and Presentation of Student and Parent Attendance Contract - Parent will meet again with the Registrar whereby he/she will be asked to sign a Student and Parent Attendance Contract. This will include the child attending the meeting with the parent in order that both parties are included in the accountability process.
11	Phone Call from Counselor - Parent will receive a phone call from the counselor seeking to provide resources and/or services to help the parent and child get back on track with attendance.
9% of Total Enrolled Days	Administrative Action - Parent and student will be notified of the school's required consequences for habitual truancy.