Berks County Attendance Procedures

Student is absent

School marks day as unexcused

Proper excuse submitted

Mark day excused

If total of 10* days excused only by parent note

May

Send health care provider note requirement letter to the family

May

Begin SAIC process

Missing 10% or more of days

May

Begin SAIC process

If total of 10* days excused only by parent note

Shall

Send health care provider note requirement letter to the family

Missing 10% or more of days

May

Begin SAIC process

After 3* days no note or an unacceptable note submitted

Keep day marked as unexcused

1 or 2 days are unexcused only because no note is received

May

Send warning letter

3 days are unexcused

Shall

Send 3-day notification letter within 10 school days of the 3rd day of unexcused absence

Additional unexcused absences

May

Begin SAIC process

Note: No citations may be issued or referrals made to ASAP without holding an SAIC and issuing an ESAIP.

*Exact number of days determined by school policy

SAIC – School Attendance Improvement Conference
ESAIP – Electronic School Attendance Improvement Plan
ASAP – Advancing School Attendance Program (SAM)

Turn page over for SAIC Process

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Berks County Attendance Procedures

School Attendance Improvement Conference (SAIC) Process

May

Send invitation to parent
Document in Electronic School Attendance Improvement Plan (ESAIP)

If needed make phone calls to invite parent
Document in ESAIP

Hold SAIC with or without parent

No immediate action needed at this time
Document in ESAIP and continue to monitor attendance

Complete ESAIP

Send copy of ESAIP to parent if not present for SAIC

Additional unexcused absences occur and now total 6 or more unexcused absences

Send to ASAP (SAM)

Under age 15

Age 15-17

Note: Schools making a referral to ASAP should also file a citation at the same time.

Send ESAIP and citation against parent to MDJ or assign parent/student to PASS program

Decide whether to cite parent or student

Send citation and ESAIP to MDJ or assign student to RACC college/career seminar

Under age 15

Age 15-17

Send ESAIP and citation against parent to MDJ or assign parent/student to PASS program

Decide whether to cite parent or student

Send citation and ESAIP to MDJ or assign student to RACC college/career seminar

Complete ESAIP

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