# Sample Iowa Department of EducationAbsenteeism Prevention Plan Template

Pursuant to [SF2435](https://www.legis.iowa.gov/legislation/BillBook?ga=90&ba=SF2435) effective on July 1, 2024, in the event that a compulsory school-age student (a child who has reached the age of six and is under sixteen years of age by September 15) has been ***absent 15% of school days or hours in a grading period***, the school will hold a student engagement meeting. The purpose of the school engagement meeting is to identify the barriers to attendance experienced by the child and the interventions that may be used to improve the child's attendance.

* A school engagement meeting must include 1) the child, 2) the child's parent, guardian, or legal or actual custodian, if the child is not an emancipated minor, and 3) a school official.
* Per Iowa Code, if the participants in the school engagement meeting fail to enter into an absenteeism prevention plan, or if the participants violate a term of the absenteeism prevention plan or fails to participate in the school engagement meeting, the county attorney may initiate a proceeding.

**This SAMPLE Absenteeism Prevention Plan is solely advisory in nature and is provided at the request of education stakeholders to support school districts in meeting their statutory requirements.**

## Student Experiencing Chronic Absenteeism

Student Name:

Attending School:

Student Grade:

Parent(s) / Guardian(s):

Date of Meeting:

*[The following sections of this plan are intended to be completed in the meeting together.]*

## Engagement Information

Student Strengths:

Student Motivators:

Student Connecting Adult at School:

Additional Information:

## Attendance History

| Year | Grade | Missing Days | Rate |
| --- | --- | --- | --- |
| Current Year |  |  |  |
| Previous Year(s) |  |  |  |
| Previous Year(s) |  |  |  |
| Previous Year(s) |  |  |  |

## Academic History

| Year | Grade | Academic Summary |
| --- | --- | --- |
| Current Year |  |  |
| Previous Year(s) |  |  |
| Previous Year(s) |  |  |
| Previous Year(s) |  |  |

*[Please attach any additional relevant data reports, including automated reports, here.]*

## Barrier(s) to School Attendance (“Causes of the Child’s Absences”)

* Academic Progress and Success
* Basic Needs (e.g. food, clothing, communication)
* Physical Health
* Transportation
* Housing Insecurity
* Mental and/or Behavioral Health
* Challenging Behaviors
* School Connectedness
* Other Specific Short-Term Barrier
* Other Barriers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe:

Identified Areas of Need:

## Absence Intervention Plan (“Future Responsibilities of Each Participant”)

|  | Intervention #1 | Intervention #2 |
| --- | --- | --- |
| Intervention |  |  |
| Interventions to Address Identified Barrier(s)*\*Additional interventions could be added by the team as needed by the student.*  |  |  |
|  |  |
| Plan for monitoring success*Note to School Official: Iowa Code requires the school official to contact the participants at least once each week during the remainder of the school calendar to monitor the performance of the participants under the plan.*  |  |  |
|  |  |
| Implementation responsibilities | Student:  |  |
| Family: |  |
| School: |  |

## Implementation Details

School staff responsible for implementation of plan and weekly family communication:

School Contact if the parent, guardian, student have questions:

Next Meeting Date:

## Signatures of Attendees:

Student Signature (\*if age appropriate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

School District Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

***\*Age Appropriate****: It is age appropriate for a child to sign this agreement when it is generally accepted that children of the same chronological age or level of maturity have the ability to understand what they are signing.*

***Note to School Official****: Per Iowa Code, each participant signing the absenteeism prevention plan shall receive a copy of the plan.*

***Note to Parent/Guardian****: This Absenteeism Prevention Plan is intended to identify barriers to attendance and actions the student, family and school will take to increase attendance. It is aimed to increase communication and identify an agreed upon plan. Please note this plan is part of the student’s educational record and could be used in collaboration with the county attorney during truancy hearings, if warranted.*