

Hillcrest High School

Attendance Flow Chart 2025-2026

HHS supports state and district attendance policies which call for fairness and to provide flexibility and accountability on the part of students, parents, and the school. HHS believes school attendance is a student-parent-school responsibility which involves all three entities in order to resolve attendance concerns prior to referring attendance problems to a school mediation panel. **High attendance expectations have proven to improve academic achievement, graduation rates, responsibility, respect, school climate, and school safety.**

1

Accurately mark attendance daily



Accurately mark attendance each day, including partial attendance such as TARDIES and WAY-LATES. Hall monitors and the Attendance Office will mark students that are wandering the halls TRUANT (A-VT). If a student is more than 10 minutes late, send them down to the office to check-in.

2

Notify parents of absences



After 5-10 unexcused absences, teacher will notify parents via postcard home. Teacher will continue to build a positive working relationship with student and parent to address attendance concerns.

3

**Administration
Student Support
Team**



After 16 unexcused absences, The student support team will meet to discuss further interventions. Administrative interventions will include a personalized letter home, a meeting with student and parent, and additional interventions as needed.

4

**Check and Connect
Mentorship Program**



If student attendance does not improve, student will be assigned a Check & Connect mentor to regularly meet with student throughout the week. The student may be asked to check in every morning with their mentor.

5

Additional support



If student attendance does not improve additional support will be discussed with Parents. Parent's may request to place their student in the RUF program to help provide increased structure, support, and attendance accountability. Teachers will receive notification via email when a student is placed in RUF.