

MHPSD Attendance - Early Warning

Early Warning System for Chronic Absenteeism and Tardiness
~Adapted with permission from Rocky View School Division

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Frequency Scan	F-S ≥ 4	F-S ≥ 3	F-S ≥ 3	F-S ≥ 3	F-S ≥ 3	F-S ≥ 3	F-S ≥ 3	F-S ≥ 3	F-S ≥ 3	F-S ≥ 3
Period Scan	←		P-S ≥ 5	←		P-S ≥ 5	←		P-S ≥ 5	
Semester Scan	←				S-S* ≥ 9	←				S-S* ≥ 9
Year Scan	←									Y-S* ≥ 18

Processes:

- Absence and Late Report run on 1st School Day of each month (see admin process document).
- Admin distributes list of students requiring contact to teachers.
- Staff have ____ Days to complete the required communication and relevant Log Entry.
- Sample Conversations available
- Log Entry notes on desktop
- Professional judgement on part of school staff on time span for repeat students (ie. Student appears on Frequency Scan in September and then again in March)

*These scans are used to initiate Transition Planning and relevant Attendance Supports