

BROOKS DEBARTOLO COLLEGIATE HIGH SCHOOL

ATTENDANCE INTERVENTION MATRIX

Unexcused Tardy

Number of Unexcused Tardies (per grading period)	Intervention
2	Student/Parent Notification
3	Detention & Parent Notification
4	Attendance Contract/Parent Meeting
5	Referral to Student Services/Formal Parent Letter (mailed)
6	Referral to Attendance Committee

Unexcused Absence (Parents are notified through automated call for each unexcused absence)

Number of Unexcused Absences (per grading period)	Intervention
3	Student/Parent Notification & Attendance Contract
4	Formal Parent Letter (mailed)/Parent Meeting
5	Referral to Student Services for further intervention/Start of Attendance Intervention Form
7	Referral to Attendance Committee
10	Referral to SDHC Social Worker & submission of Attendance Intervention form
15	Loss of Driving Privileges/Final Referral to Attendance Committee

Excused Tardy and Absences

Number of Excused Tardies and Absences (per grading period)	Intervention
5	Formal letter for Student/Parent Notification & Attendance Contract (Medical Documentation needed for further excusals)
10	Referral to Student Services/Attendance Committee