

Glassboro High School

Attendance Tracking Protocol & Corrective Action Plan

These procedures are to be followed to ensure student attendance cases are handled in a consistent and proactive manner.

Absence Threshold	Attendance Regulation	Action/Tiered System of Support
Daily absences	6A:16-7.6(a)4.i	Robocall and communication sent through School Messenger
Five (5) unexcused absences	6A:16-7.6(a)4.i	- Warning notice sent home detailing our attendance policy - Phone call to the parent/guardian to inquire about the absences (Guidance)
Eight (8) unexcused absences	6A:16-7.6(a).4.ii	- Scheduled meeting with the student (AP) - Phone call to parent/guardian by CST if classified. - Truancy Warning Letter sent home informing parents/guardians that additional absences will be brought to the court's attention. - Truancy Warning Letter, phone call home, and student meetings ALL need to encourage student to schedule and attend credit recovery to prevent truancy charges from being filed upon reaching ten (10) unexcused days.
Ten (10) unexcused absences	6A:16-7.6(a)4.iii.	Certified LOSS OF CREDIT letter sent home indicating that the student has exceeded the attendance threshold and must repeat the grade, regardless of earned grade unless he/she attends credit recovery. Pursuant to N.J.S.A. 18A:38-27, a Truancy Officer will visit the residence, and a mandatory referral for truancy charges will be made pursuant to NJSA 18A:38-25. - Phone Conference and/or meeting with the parent (AP) - Medical review by school nurse, and if needed, chronic illness outreach
Ten (10) excused absences	6A:16-7.6(a)4.iii	Medical review by school nurse, and if needed, chronic illness outreach
Fifteen (15) absences	6A:16-7.6(a)4.iii.	- Letter sent home warning the parent/guardian that eighteen absences (excused or unexcused) will result in loss of credit and alternative placement. Note – Students are only permitted to make up five (5) days in CR. - Parent/guardian outreach by building principal (verbal/email) - Student and/or parent meeting with a member of the attendance committee (admin, guidance, or CST)
Eighteen (18) absences	6A:167.6(a).4.ii.(4)(C)	- Loss of credit regardless of earned grade. - Placed in an alternative educational setting as an intervention (Modified school day - four days a week, four hours a day).

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Additional Protocol Elements:

- A standard letter template will be used for each threshold.
- PowerSchool will be used to document each letter sent, phone calls made, and conference held.
- The guidance secretary will be responsible for promptly reporting any student who hits a threshold to the appropriate counselor, assistant principal, and/or principal.
- All letters should cc the nurse, guidance counselor, AD, and CST.
- A hard copy of all letters will be included in the students' attendance files.
- An Attendance Committee will be formed in each building and will meet regularly. At the high school, counselors will be provided with attendance lists in advance of these meetings. Guidance counselors and case managers will arrive at each meeting with pertinent information about students who have exceeded thresholds.

Notes:

- ESSA data revealed that 19.7% of students were labeled chronically absent during the 24-25 SY
- PowerSchool reports revealed that as of May 2026, 81 students had eighteen or more absences.
 - 18-24 absences = 44 students
 - 25-35 absences = 23 students
 - 35+ absences = 14 students.
- The top five perceptions as to why students are chronically absent at the high school level, based on survey feedback, are detailed below.
 - Medical – Mental Health/Chronic Illness
 - Religion
 - Outside Events (Sports/Family Trips)
 - Belief that attendance does not have an impact on academics

Additional strategies to combat chronic absenteeism:

- Credit Recovery
- District and building communication regarding attendance mandates
- Coordinated care management plans/wrap around supports (if applicable)
- Foster student engagement