




CHECKLIST OF "PRE-SAL" PROCEDURES

	Strategies for Responding to a Student's Attendance Problems	Staff Responsible	Timelines	Done(□)
Classroom Level 	Keep accurate attendance records and look for patterns.			
	Follow protocols for student safety and problem prevention.			
	Talk to the student.			
	Communicate absences to parent in accordance with school policy.			
	Report concerns to administrators.			
	Check OSR for information.			
	Consult with the Student Success team and guidance staff.			
	Consult with the Student Support Worker and/or Student and Family Counsellor, if appropriate.			
	Refer to strategies under "School Level" for intervention in accordance with school protocols.			
School Level	Convene a school Student Success team meeting (and include the attendance counsellor, if appropriate) to: <ul style="list-style-type: none"> • assess the student's profile; • discuss the attendance issue (e.g., possible causes, implications); • develop a re-engagement plan; • identify supports and interventions. 			
	Notify all team members and the student's teachers of the re-engagement plan.			

	Monitor and assess the success of the re-engagement plan.			
	<p>Meet with the parent to:</p> <ul style="list-style-type: none"> ● identify the school's expectations and concerns; ● determine the student's expectations and goals; ● discuss the parent's expectations; ● generate a plan that includes any of the following: <ul style="list-style-type: none"> - Student Success team support - support from a Student Support Worker or Chaplaincy Leader - support from a Student and Family Counsellor - a modified timetable - credit recovery - continuous-entry cooperative education - an alternative education course or program - independent learning course(s) - referral for assessment - referral to a community program 			
	Document the student's participation in the plan and schedule a follow-up meeting, if required.			
	<p>Have a follow-up meeting, if required, with the parent, student, and attendance counsellor to:</p> <ul style="list-style-type: none"> ● review the success of the plan for the student; ● identify ongoing concerns; ● realign goals (in small increments); ● revise/add strategies to the re-engagement plan, if required; ● discuss legal implications of non-attendance (Education Act); ● discuss the possibility of SAL as an option. 			
	If required, revise the plan and schedule a follow-up meeting.			
	Refer to strategies under "Board Level" for interventions in accordance with board protocols.			
Board Level	Enrol student in an alternative education program, if appropriate.			
	Start the SAL process, with student and parent input. The school Student Success team remains part of board-level discussions.			