

School Process for Completing the Student Attendance Intervention Plan (SAIP)

This process ensures accountability, clear communication, and adherence to legal requirements while addressing truancy issues effectively.

This streamlined approach ensures compliance with state law while maintaining clear documentation and required follow-up procedures for truancy interventions.

As a legal document, the law mandates that certified school personnel are responsible for completing the SAIP. While the school attendance clerk cannot assume sole responsibility for completing the SAIP, they may actively participate as part of the team during the SAIP conference.

Responsibilities of the Attendance Clerk:

1. Weekly Report Review:

Run the PowerSchool SC 41 School Truancy Detail Report to identify students (ages 6-17) meeting truancy thresholds:

Three consecutive unexcused absences.

Five total unexcused absences.

2. Record Review:

Verify and update attendance records for any pending documentation or excusable absences before initiating the SAIP.

3. SAIP Preparation:

Provide the Attendance Team with the SAIP, including:
Student demographics.