

**CHEBOYGAN • OTSEGO • PRESQUE ISLE
EDUCATIONAL SERVICE DISTRICT**

6065 Learning Lane
(231) 238-9394



Indian River, MI 49749
(231) 238-8551 (fax)

Process to Improve Student Attendance

1. School staff reviews attendance history using PowerSchool data.
2. Attendance history indicates excessive absenteeism.
3. District attempts to resolve excessive absenteeism concern directly with the student and/or parent.
4. District provides parent with:
 - a. Written notification of concern for student attendance. (Sample letter #1)
 - b. ["10 Tips for Parents to Help Students Stay in School"](#)
5. Student attendance does not improve.
6. District provides parent with:
 - a. Written notification to document continued attendance concern and inform parent of intent to contact Community Mediation Service (CMS) to resolve absenteeism issue through voluntary mediation. (Sample letter #2)
 - b. [Explanation of CMS services](#).
7. District contacts Community Mediation Services (989) 732-1576 to schedule mediation.
Provide CMS with:
 - a. Student name, parent name, parent telephone contact information.
 - b. Schedule of availability for mediation meeting.
8. CMS will contact the parent to request to schedule mediation meeting, to take place within 8 school days of request for mediation.
9. Scenarios:
 - a. Parent **does not** agree to mediation.
 - i. CMS notifies district administrator and provides written documentation of parent decision to decline request to participate in mediation.
 - ii. District provides Attendance Officer with notice that the parent/guardian did not agree to mediation.
 - iii. District provides Attendance Officer with Request for Attendance Officer Services, including attendance documentation. District officer conducts investigation and, if necessary, sends statutory notice as required by MCL 380.1587.

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OR

- b. Parent **agrees** to mediation and parties reach a mediation agreement.
 - i. Written mediation agreement, including plan to monitor agreement, is reached.
 - ii. District monitors agreement, and student attendance meets district expectations.
 - iii. District provides Attendance Officer with notice that a mediation agreement was reached.

OR

- c. Parent agrees to mediation. However, a written mediation agreement is not reached.
 - i. District provides Attendance Officer with notice that the parties did not reach an agreement through mediation.
 - ii. District provides Attendance Officer with Request for Attendance Officer Services, including attendance documentation. District officer conducts investigation and, if necessary, sends statutory notice as required by MCL 380.1587.
10. Mediation agreement does not resolve the excessive absenteeism concern.
- a. District provides Attendance Officer with notice of the continued absenteeism.
 - b. District provides Attendance Officer with Request for Attendance Officer Services, including attendance documentation. District officer conducts investigation and, if necessary, sends statutory notice as required by MCL 380.1587
11. Attendance officer reviews matter, conducts any necessary further investigation to determine whether parents complied with the notice, and contacts prosecutor to make a complaint, in accordance with MCL 380.1588, should such action be necessary.