[Insert your logo]

My Attendance SUCCESS PLAN

Possible Strategies to REACH MY Attendance Goals

* I will make attending school and every class on time every day a priority.
* I will keep track of my attendance and absences and can use the attached calendar.
* I will maintain a bedtime routine and set my alarm for \_\_\_\_\_\_ a.m.
* I will find a relative, friend or neighbor who can take me to school if I miss my bus.
* When I am struggling with a challenge that is keeping me from school, I will confide in an adult at school and seek help. I can list adults and friends on the Help Bank (attached).
* I will try to set up medical and dental appointments for weekdays after school.
* I will attend school every day unless I’m sick with a contagious illness, including Covid-19.
* If I cannot avoid missing school, I will contact my teachers to ask for materials and find out what I missed.

To improve my attendance, I commit to the following:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

*We will review progress to meet this goal in one month.*

Student Signature: Date:

School Staff Signature: Date:

**MY HELP BANK**

**CREATE BACKUP PLANS FOR GETTING TO SCHOOL**



1. **My Family**: List who lives in your house.
2. **Everyday Helpers**: Identify who you can call on to help you get to school or resolve a problem. These are people like friends, neighbors, school staff and relatives who can help regularly.
3. **Occasional Helpers**: Identify people who probably cannot help every day but can help in a pinch. Maybe it’s a godparent, a relative or a friend who lives outside your neighborhood but can be there for short stints.
4. **Potential Helpers**: Identify people who are part of your school community, place of worship or neighborhood who are able to help if you ask.

**MY FAMILY**

**POTENTIAL HELPERS**

**EVERYDAY HELPERS**

**OCCASIONAL HELPERS**

1. **My Family**:
2. **Everyday Helpers**:
3. **Occasional Helpers**:
4. **Potential Helpers**:

If I need help getting to and from school or with a barrier to attendance, I will ask the following people to help me out:

**Name:** **Best Contact Number:   
  
Name:** **Best Contact Number:**

**Name:** **Best Contact Number:**