

Rockville High School --Attendance E3 Intervention Plan

The purpose is to restore semester credit. It is not used to raise grades. If a student has an E in a class, they are still eligible to fill out an Attendance Intervention Plan because grades could be improved by the end of the semester. Successful completion of the steps below is required to remove loss of credit for each class (see back if more than one) where the student has five or more unexcused absences.

THE DEADLINE FOR PLAN COMPLETION IS THE DAY BEFORE EXAM REVIEW DAY

Step 1: Student Commitment

Student ID # _____ Student Name: _____
(6 digits) Last Name First Name Grade

What kept you from coming to school or from receiving an excused absence? _____

What steps do you plan to take so that you will no longer receive unexcused absences? _____

Student Initial Each Point:

- ___ I understand that I must develop a plan with my teacher in each class with 5 or more unexcused absences.
- ___ I understand that I cannot receive even one unexcused absence for this plan to be successful.
- ___ I understand that this form is due back to my counselor by the day before exam review day in order for the E3 grade can be removed.
- ___ I understand that an E3 grade is calculated into my marking period GPA and may make me ineligible.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Step 2: Counselor Intervention

- Counselor explained the purpose and process of the form.
- Counselor explained that a plan must be developed for each class with 5 or more unexcused absences.
- Counselor explained that the E3 grade will only be removed on the last day of the semester if no further unexcused absences have occurred.

Counselor Signature: _____ **Date:** _____

Step 3: Teacher and Student Develop Plan to Make up Missed Seat Time

- Teachers have the option to permit students to make up work they have missed on days absent.
- Other assignments (i.e. other than make-up work) are given based on departmental PLC guidelines.
- Teachers determine whether students will receive full, partial, or no credit for completed assignments.
- Assignments must consist of more than attendance requirements.

COURSE TITLE _____	TEACHER _____	PERIOD _____
Assignments/Conditions/Requirements		Deadline

SUCCESSFULLY COMPLETED: YES **TEACHER SIGNATURE:** _____ **DATE:** _____
 (TEACHER ONLY SIGNS WHEN PLAN HAS BEEN COMPLETED)

E3 Removed: YES NO **Date:** _____ **Counselor Initials:** _____ **Administrator Initials:** _____

(Counselor forwards the completed form to the registrar where it will be kept in the student's file.)

COURSE TITLE _____ **TEACHER** _____ **PERIOD** _____

Assignments/Conditions/Requirements	Deadline

SUCCESSFULLY COMPLETED: **YES** **TEACHER SIGNATURE:** _____ **DATE:** _____

COURSE TITLE _____ **TEACHER** _____ **PERIOD** _____

Assignments/Conditions/Requirements	Deadline

SUCCESSFULLY COMPLETED: **YES** **TEACHER SIGNATURE:** _____ **DATE:** _____

COURSE TITLE _____ **TEACHER** _____ **PERIOD** _____

Assignments/Conditions/Requirements	Deadline

SUCCESSFULLY COMPLETED: **YES** **TEACHER SIGNATURE:** _____ **DATE:** _____

COURSE TITLE _____ **TEACHER** _____ **PERIOD** _____

Assignments/Conditions/Requirements	Deadline

SUCCESSFULLY COMPLETED: **YES** **TEACHER SIGNATURE:** _____ **DATE:** _____

COURSE TITLE _____ **TEACHER** _____ **PERIOD** _____

Assignments/Conditions/Requirements	Deadline

SUCCESSFULLY COMPLETED: **YES** **TEACHER SIGNATURE:** _____ **DATE:** _____

COURSE TITLE _____ **TEACHER** _____ **PERIOD** _____

Assignments/Conditions/Requirements	Deadline

SUCCESSFULLY COMPLETED: **YES** **TEACHER SIGNATURE:** _____ **DATE:** _____