

Individualized Student Attendance Plan Template

Student Name		Grade	
Date of Plan Implementation		Number of Absences	
		Number of Tardies	
Parent/Guardian Name(s)		Parent/Guardian Contact Information	

Top Three Reasons for Absences		Number of Days Missed
1		
2		
3		

SMART Attendance Goal(s) - S pecific, M easurable, A chievable, R elevant, and T ime-bound	
1	
2	

Intervention Strategies	
Need/Barrier	Support/Intervention

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Progress Monitoring			
Date	Updated Absence/Tardy Data	Notes Regarding Intervention Impact	On Track to Achieve Goal
			Yes/No*
			Yes/No*
			Yes/No*

*If no, consider adjustments to interventions.

Student Signature		Date	
Parent Signature		Date	
School Staff Signature		Date	