

STUDENT ATTENDANCE IMPROVEMENT TEMPLATE

Use as a guide for developing an individual Attendance Improvement Plan		
School:		
Student Name:	D.O.B.	Year Level:
ACTIONS	DETAILS	
What do we know about this student? • Academics • Peer relationships • Connection with an adult role model ○ In school ○ Outside of school • Extra-Curricular activities • School retention • Suspensions • Other		
What further information is needed?		
What strategies have been successful?		
Additional strategies to be implemented.		
What supports are the student accessing?		
Who will be involved and how?	Person(s):	Responsibility:
How are the parents kept informed?		
Positive reinforcement strategies		
Other considerations		
Review Dates		
Next Step	Develop individual Attendance Improvement Plan	

Completed By _____

Position _____

Date _____