

Pittsfield School District

Attendance Intervention Tree

Daily Attendance

Every absence

- Absence recorded
- Automated call/email sent to parent/guardian
- All absences count toward attendance thresholds, whether excused or unexcused

Tier 1: Early Concern

5 total absences

- Auto-generated attendance letter sent home
- Student flagged for attendance monitoring
- Administrative review may begin

Purpose: early notice and early intervention

Tier 2: Pattern Identified

10 total absences

- Second attendance letter sent home (hand delivered or certified w/return receipt)
- Administrative review required
- Parent/guardian notified that a pattern of absences has emerged
- Additional documentation may be required

Purpose: formal notice that attendance is becoming a concern

Tier 3: Mandatory Intervention

15 total absences

- Mandatory parent/guardian meeting with principal or designee
- Attendance Intervention Plan developed
- Documentation required for all absences going forward
- Failure to participate results in escalation to police

Purpose: active intervention before further decline

Policy JH-R3: Attendance Intervention Tree

Tier 4: Chronic Absenteeism

10% of enrolled school days missed

- Student identified as chronically absent
- Intensified administrative review and intervention
- Attendance plan reviewed and adjusted as needed
- Additional supports and monitoring implemented

Purpose: address significant impact on access to education

Tier 5: Truancy

10 half-days of unexcused absence (missing more than 2 hours in a day)

- Student identified as habitually truant
- Formal truancy process initiated
- Parent/guardian notified of legal implications
- District documents interventions and next steps
- Police home visit

Purpose: shift from attendance concern to legal truancy enforcement

Tier 6: Enforcement / Noncompliance

20+ total absences and/or continued failure to improve

- Further administrative action
- Possible DCYF referral for educational neglect
- Possible court action under RSA 193:1–7

Purpose: enforce compulsory attendance when intervention has not worked

Key Rules

1. All absences count for intervention

Excused and unexcused absences both count toward the 5 / 10 / 15 attendance intervention thresholds.

2. Truancy is defined as ten (10) half-days of unexcused absence in accordance with RSA 193:1–7.

Habitual truancy shall be identified when a student accumulates ten (10) half-days of absence without sufficient justification during a school year.

3. No staff discretion on thresholds

Attendance letters and interventions at each threshold are mandatory.

4. Parent-reported illness is limited

Parent-reported illness may be accepted for:

- up to **3 consecutive days**, or
- up to **5 cumulative days per semester**

After that, medical documentation may be required.

5. Pattern overrides designation

A pattern of absences, **regardless of designation**, triggers administrative review and may require documentation, meetings, and intervention.

6. Chronic Absenteeism

Chronic absenteeism is an educational concern requiring intervention.
Truancy is a legal violation and may result in law enforcement involvement.

Simple Visual Version

Every absence

- record absence + notify family

5 absences

- send first letter

10 absences

- send second letter + admin review

15 absences

- mandatory meeting + attendance plan

10% of enrolled days missed

- chronic absenteeism intervention

10 half-days unexcused (2 hours equivalent to half day)

- habitual truancy process/police home visit

20 absences / no improvement

- DCYF/court escalation

District Policy History:

First reading: April 2, 2026

Second reading/adopted: May 7, 2026

District revision history:

Amended: January 15, 2015; November 15, 2018