



# Charter School for Applied Technologies

## **Progression of Attendance Monitoring**

<b>Attendance Step</b>	<b>Days of Unexcused Absence</b>	<b>School Intervention</b>
<b>STEP 1</b>	<b>5</b>	Letter mailed home with Attendance Expectation
<b>STEP 2</b>	<b>9</b>	Personal call placed by Counseling Department to develop Attendance Improvement Plan
<b>STEP 3</b>	<b>15</b>	Attendance Hearing with review of Attendance Improvement Plan; possible disenrollment for a twelve month period of time.

CSAT will send an automated call to your household for each and every absence from school that has not been reported by the family.

- *Always contact the school if your child will be late or absent from school. The school staff is available to explain the attendance policy in greater detail.*
- *It's the law! All students are required by law to attend school from age 6 until they have completed the school year in which they turn 17 years old.*

For more information on the progression of attendance monitoring, please visit [www.csat-k12.org/attendancepolicy](http://www.csat-k12.org/attendancepolicy).

*The Charter School for Applied Technologies prepares students to attain family-sustaining careers by integrating career exploration and a lifelong learning culture.*