



Simcoe County District School Board

1170 Highway 26 West
Midhurst, Ontario
L0L 1X0

Phone: (705) 728-7570
Fax: (705) 728-2265
www.scdsb.on.ca

REFERRAL PROCESS: ATTENDANCE COUNSELLING SERVICES

STUDENT HAS REPEATED OR QUESTIONABLE ABSENCES

IN-SCHOOL INTERVENTION:

- Notify parents by telephone/letter
- Options may also include:
 - Referral to Special Needs Committee to review cases and discuss options
 - Consultation with Attendance Counsellor
(If a student has 5 consecutive days of absence, there has been no information received from the home and the school has been unable to contact the family, a direct referral may be necessary.)

ABSENTEEISM PATTERN CONTINUES

REFERRAL TO ATTENDANCE COUNSELLOR

PRINCIPAL'S SIGNATURE ON:

Attendance Referral Information

SCHOOLS' RESPONSIBILITY

Provide continuous follow-up to the Attendance Counsellor on the student's attendance and any changes to their social information (guardianship, address, telephone number)

***Attendance Counsellors must receive a referral prior to 15 consecutive days of absence in order to provide documentation necessary to maintain the student's name on register.