Building:_____
School Year:_____

	Step 1					Step 2			Step 3	Automatic Referrals	
Student Name	Speak to student about absences	1st letter to parent	Meeting w/parent and/or student	Contract	Apply Intervention Techniques	2nd letter sent via registered mail	Counseling referral	Meeting w/parent and/or student	Referral to Prosecutor	Homeschool Claim (meets additional criteria as well)	Student transfer and no request for records