



COLLINSVILLE STATE HIGH SCHOOL



Attendance Support Meeting

Student name: _____

Year Level: _____

Staff name: _____

Date: _____

Item	Example	Term One	Term Two	Term Three	Term Four
Total number of days absent:	4				
Total number of days present:	14				
Days in the term to date:	18				
Attendance percentage:	78%				
Reasons for absence:	<ul style="list-style-type: none"> ✓ Monday 1st February – slept in, stayed up late playing computer games. ✓ Monday 8th February – slept in, stayed up late playing computer games. ✓ Monday 15th February – slept in, went away for the weekend. ✓ Thursday 18th February – sick, no medical Certificate provided. 			<ul style="list-style-type: none"> ✗ Monday 1st February – don't know. ✗ Monday 8th February – can't remember. ✗ Monday 15th February – sick, I think. ✗ Thursday 18th February – don't know. 	
Strategies for improvement:	<ul style="list-style-type: none"> ✓ Get ready for school the night before including: organising uniform, packing school bag and making lunch. ✓ Stop playing computer games at 8.00pm. ✓ Go to bed at 9.00pm. ✓ Set an alarm clock for 7.00am. ✓ Allow only one snooze cycle each morning. 			<ul style="list-style-type: none"> ✗ Come to school. ✗ Try harder. ✗ Do better. 	
Monitoring date:					

Student signature: _____

Staff signature _____