

ATTENDANCE SUPPORT CONVERSATION



To be used to document all informal conversations for employees referred to the Attendance Support process.

Employee Name: _____ Employee Position/Group: _____

Supervisor Name: _____ Supervisor Title: _____

Date of Conversation: _____ Location of Conversation: _____

Topics Discussed:

- Purpose of check in and outline of the school district’s attendance support process
- Employee’s attendance record is accurate
- General reasons for absence(s) – e.g., sickness, family sickness, other (*Reminder – **do not** record any confidential information discussed)
- Employee understands obligation to attend work regularly
- What school district can do to support or assist attendance
- Other: _____

Supports Offered:

- Attendance Support Package EFAP Brochure
- Other: _____

Follow Up Actions:

| NEXT STEP | WHO IS RESPONSIBLE? | WHEN IT WILL BE DONE |
|-----------|---------------------|----------------------|
| | | |
| | | |
| | | |

OTHER COMMENTS:

Review/Follow Up Date: _____