

NMAMA Attendance Improvement Plan (AIP) Template

Student Information

- **Student Name:** _____
- **Grade Level:** _____
- **School Name:** New Mexico Academy for the Media Arts
- **Date of Plan:** _____
- **Advisory Teacher:** _____

1. Attendance Summary

Date Range/Attendance Period: _____ to _____

Absence Rate (circle one): 10% 15% 20%

Chronic Absenteeism? ☐ Yes ☐ No (Missing 10%+ of school days)

Truancy Concerns? ☐ Yes ☐ No

2. Barriers to Attendance

(Check all that apply and provide brief details)

- ☐ Illness (chronic or acute): _____
- ☐ Transportation issues: _____
- ☐ Mental health/emotional challenges: _____
- ☐ Family responsibilities (e.g. caregiving): _____
- ☐ School climate or safety concerns: _____
- ☐ Academic struggles/lack of engagement: _____
- ☐ Housing instability or homelessness: _____
- ☐ Other: _____

3. Student & Family Input

- **Student's thoughts about their attendance:**

- **Family concerns or insights:**

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4. Goals

Short-Term Goal (30 days):

E.g., "No more than 2 absences in the next 4 weeks."

Long-Term Goal (Semester):

E.g., "Maintain 90% or higher attendance."

5. Action Plan

Strategy / Support	Responsible Party	Timeline	Status/Notes
Provide bus pass	School	Immediate	
Weekly attendance progress review	Advisor & student	Weekly	
Connect with school nurse or therapist	SSW	As needed	
Parent/guardian contact	Teacher/Admin	As needed	
Incentives for improvement	School	Monthly	
Other	_____	_____	

6. Signatures

By signing, we agree to collaborate to improve the student's attendance and will communicate regularly.

- **Student Signature:** _____ **Date:** _____
- **Parent/Guardian Signature:** _____ **Date:** _____
- **Staff Name & Title:** _____ **Date:** _____