

## Developing an Intervention Plan

Intervention Plans are created when students require a **Take Data-Informed Steps Plan** or **Attendance Contract**. Intervention plans must be created one student at a time.

1. Click the **Row Actions Gear** to the far right and select **Create Intervention Plan**. A plan will be created based on the **Recommended Action** for that row.
2. Once the plan is created, the table will refresh, and you will see a **View Plan** hyperlink in the **Data Informed Steps** column. Click this to open the intervention plan.

SECRETARY

Take Data Informed Steps

Students at Tahoma Senior High School

Absence Response Secretary Take Data Informed Steps (301 records) Filtered

Student	Attendance Condition	Required Action	Action Status	Data Informed Steps (Success Plans)
Gowan*, Carissa	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps	⚠️	
Storrs*, Yeng	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps	⚠️	<a href="#">View Plan</a>
Desa*, Xavier	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps	⚠️	<a href="#">View Plan</a>
Giese*, Noreen	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps	⚠️	
Happer*, Ivan	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps	⚠️	<a href="#">View Plan</a>
Schlecht*, Stormy	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps	⚠️	
Ledford*, Georgette	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps	⚠️	
Brenneman*, Rock	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps	⚠️	

**Row Actions & Options**

- Create Data Informed Steps Plan
- Complete Data Informed Steps (Success Plan)
- Suppress Data Informed Steps (Success Plan)

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3. In the Interventions application, you will see a **Details** page that requires a couple of edits before moving on.
4. Select a **Responsible Educator**, and if applicable, select an additional **Supplemental Educator** by clicking the **Add Supplemental Educator** button at the top right.

**Intervention Plan Details**

**Parties**  
These selections are required. Who is this intervention plan for and who will be responsible for following through with it?

[hide instructions](#)

Student (required) ..... Select

Responsible Educator (required) ..... Select

Notify Responsible Educator on Enrollment Change

Supplemental Educators (optional) ..... Select

**Details** Attendance Success Plan ▾

Parties

These selections are required. Who is this intervention plan for and who will be responsible for managing the plan?

Student

Responsible Educator (required) Deidra McCollum

(opt) Restrict Access To Plan Educators

Supplemental Educators (optional)

Add Supplemental Educator

Supplemental Educa...	Is Read-Only	Subject Area	Row Actions
There are no records to Display.			

5. Select a **Targeted Condition** ( e.g., excessive absences, tardiness) and **Intervention Support**.

6. Edit the **Start/End Date**.

7. Add any **Detailed Schedule Information** (if applicable)

**Intervention Support Type**

Select one Targeted Condition from the dropdown menu. Based on that selection, the Intervention/Support menu will provide a unique list of support options. A student plan allows for one Intervention/Support per plan.

Targeted Condition (Qualifying Condition) (required) Absence Response Recommended Success Plan

Intervention/Support (required) AR Success Plan

**Schedule**

Start and end dates are required to save a plan. The detailed schedule section can be used to identify specific days, times, locations, etc. that are unique to this plan.

Start Date (required) Tue, Dec 17, 2024

End Date (required) Wed, Jun 18, 2025

Detailed Schedule Information (optional)

8. Add a **Frequency** and **Duration** (if applicable)

9. Edit the **Label**, and add a **Description** and **Outcome** (if applicable)

10. Click **Save** once all edits have been made.

**Check-In**

Set the frequency that an individual will need to check in with the student and the time allotted for the session. This option is not required but highly recommended.

Frequency (optional)

Duration (optional)

**Description**

The label can be used to distinguish between multiple plans for a single student: "Caleb Smith's Small-Group Reading Plan." If you do not specify a label, the plan will automatically be labeled with the student's name.

Label (required)

Description (optional)

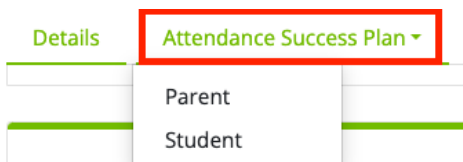
**Outcome**

Intervention Outcome (optional)

✓ Save

11. After saving the intervention plan, navigate to the **Success Plan or Attendance Contract** to the right of the Details tab.

12. The Success Plan has two separate sections: one for the **Parent** and one for the **Student**.



13. Fill out the necessary details for the Success Plan and/or Attendance Contract.

**Parent Section**

All schools are required to take daily attendance and to notify you when your student has an unexcused absence. If your student has 3 unexcused absences in 1 month, state law requires that we schedule a conference with you and your student to remove barriers and identify resources to ensure regular attendance. We use this Attendance Success Plan to design a path toward regular attendance with you and your child. The purpose of this plan is to have clear goals for your child's attendance and to set strategies at home and at school to support your child in being at school regularly.

 Possible strategies for supporting my child in attending school regularly: *(optional)*

- I will make sure my child is in bed by a set time each evening and the alarm clock is set for a set time each morning
- I will try to schedule medical and dental appointments to not miss school, or miss as little as possible.
- I will keep an attendance chart at home to track my child's attendance and recognize their progress.
- I will develop a back-up plan with a family member, neighbor, or another parent for getting my child to school if I am not able to get them to school.
- I will talk with my child about how regular attendance will help them do well in school and achieve their hopes and dreams.
- If my child is absent, I will contact their teacher(s), or help them contact their teacher(s) to find out how they can make up missed school work. This will help my child avoid feeling behind and wanting to avoid returning to school.
- I will not allow my child to say home unless they are truly sick. I understand that complaints of a stomach ache or a headache can be a sign of anxiety, and can be used to avoid going to school. If this is a common occurrence, I will work with the school to develop a plan to support my child in being at school.

 Notes: *(optional)***Student**
**Student Section**

You are an important part of our school community! Attending school regularly gives you the time and support necessary to be successful in school. Regular attendance also helps your classes make progress together.

 My current attendance concern is: *(optional)*

- Late arrival at school
- Missing several class periods
- Missing 3 or more days of school unexcused
- Other

 Circumstances that are causing this attendance concern include: *(optional)*

 My Attendance Goal is: *(optional)*

 Adults who can help me reach my goal by encouraging me include: *(optional)*

 Tools I might use to reach my goal: *(optional)*

- Attendance Tracking Sheet
- Buddy System with a Friend
- Check In/Check Out with an Adult
- Other

 If I meet my attendance goal, a meaningful way that I would like to be recognized is: *(optional)*

- Attendance T-Shirt
- Lunch with a Staff Member
- Positive Message Home (Note and/or Phone Call)
- Other

 Notes: *(optional)*