

# Inactive or Absentee Student Procedure

This information represents an intentional approach to identify and support students who enrol in the Innovations program with HCOS but become (or remain) inactive in their courses.

Typically, when students enrol with HCOS their Academic Advisor will work with them to select their courses for the year. Often new students who come to HCOS as a response to previous negative experiences in school have a slower start, and can begin with a fewer number of courses. This flexibility is key to student success, but can also mean students have fewer points of connection and accountability.

The following steps are in place to help identify those students who have not become active in courses or have become inactive at some point during the school year.

Our goal is to be intentional about identifying students who have not been responsive or active in their studies and to alert administration to students who may be at risk because of high rates of absenteeism in courses.

## Procedure

- 1) An Innovations program administrator will pull reports regularly throughout the school year to identify students with inactive courses.
- 2) Academic Advisors will work through their lists to identify students who need follow-up
- 3) If no response to AA communication is received, or responses indicate there is reason for concern, the academic advisor will complete an Absentee (Inactive) Student report so that administrators are alerted to the concerns around absenteeism.
- 4) The Innovations Administrator that receives the Absentee (Inactive) Student report will contact the family with both a phone call and an email to communicate next steps.

If appropriate the Innovations Administrator will contact the Head of School to determine any further actions that need to be taken

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