

ORGANIZATION

LIST

To help me improve class attendance and punctuality.

Look at the cause of your poor attendance and tardiness.

- Analyze why you are late or absent from each class. Look at causes such as: I don't care.
 1. I have too many things to do.
 2. I don't like the class.
 3. I don't like the teacher.
 4. I don't understand the material.
 5. I'm getting poor grades in the class.
- Analyze what you accomplish by not going to class.
 1. Nothing
 2. Socializing with friends
 3. Sleep late.
 4. Get other work done

Identify the consequences of your poor attendance or tardiness.

- Lowered final grade
- Fail the class
- Have to take the class again
- Make the teacher think I don't care
- Unable to participate in sports and clubs
- Will not be able to graduate.

Set goals to increase your motivation to attend class and be punctual.

- Think of the negative consequences for poor attendance. Write these down and look at them every time that you consider being late or absent from class. Try to visualize what will happen (e.g., not being able to graduate and the resulting type of job you will have get)
- Set up a plan to reward yourself for improved attendance and punctuality. Use rewards such as buying yourself you want (e.g. a new cd) for going to class for a certain period of time (e.g., and entire week).

Talk to your teacher

- Make an appointment to talk to the teacher about your plans to improve your attendance and punctuality.
- Clearly present your plans to do everything possible to improve your attendance and punctuality.

- Do not blame the teacher or the nature of the class. Take responsibility.
- Rehearse how you will present your case with your special education teacher, friend, or parent.