# ISP Course Progress, Attendance and Behaviour – Compliance Meeting Record

The purpose of this template is to record interventions, meetings and actions taken in the process of counselling students who are at risk of not meeting International School Program (ISP) requirements, which include visa condition 8202. This template should be used in conjunction with the [ISP course progress, attendance, and behaviour checklist](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Attendance_and_Behaviour_Checklist_Template.docx) and forms part of the [ISP Attendance Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Attendance_Policy.docx), [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx) and ISP Written Agreement. Schools must use the ISP Course Progress, Attendance and Behaviour Compliance Pack (i.e. [checklist template](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Attendance_and_Behaviour_Checklist_Template.docx), this [meeting template](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_and_Attendance_Meeting_Template.docx), [Compliance Contract Template](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Compliance_Contract_Template.docx)) to support record keeping and compliance requirements.

Student name and ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date | Meeting attendees | Area of risk of not meeting requirements (progress / attendance / behaviour) | Meeting absentees (to be contacted immediately after meeting) | Meeting minutes (including outcomes) |
|  | e.g. students, ISC, principal | e.g. course progress | e.g. parents |  |
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## Document maintenance

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