



Attendance Training



August 26, 2022



District Attendance Goal:

The average daily student attendance for traditional schools will increase from 90% to 95% during the 2022-2023 school year as measured through weekly attendance reports.

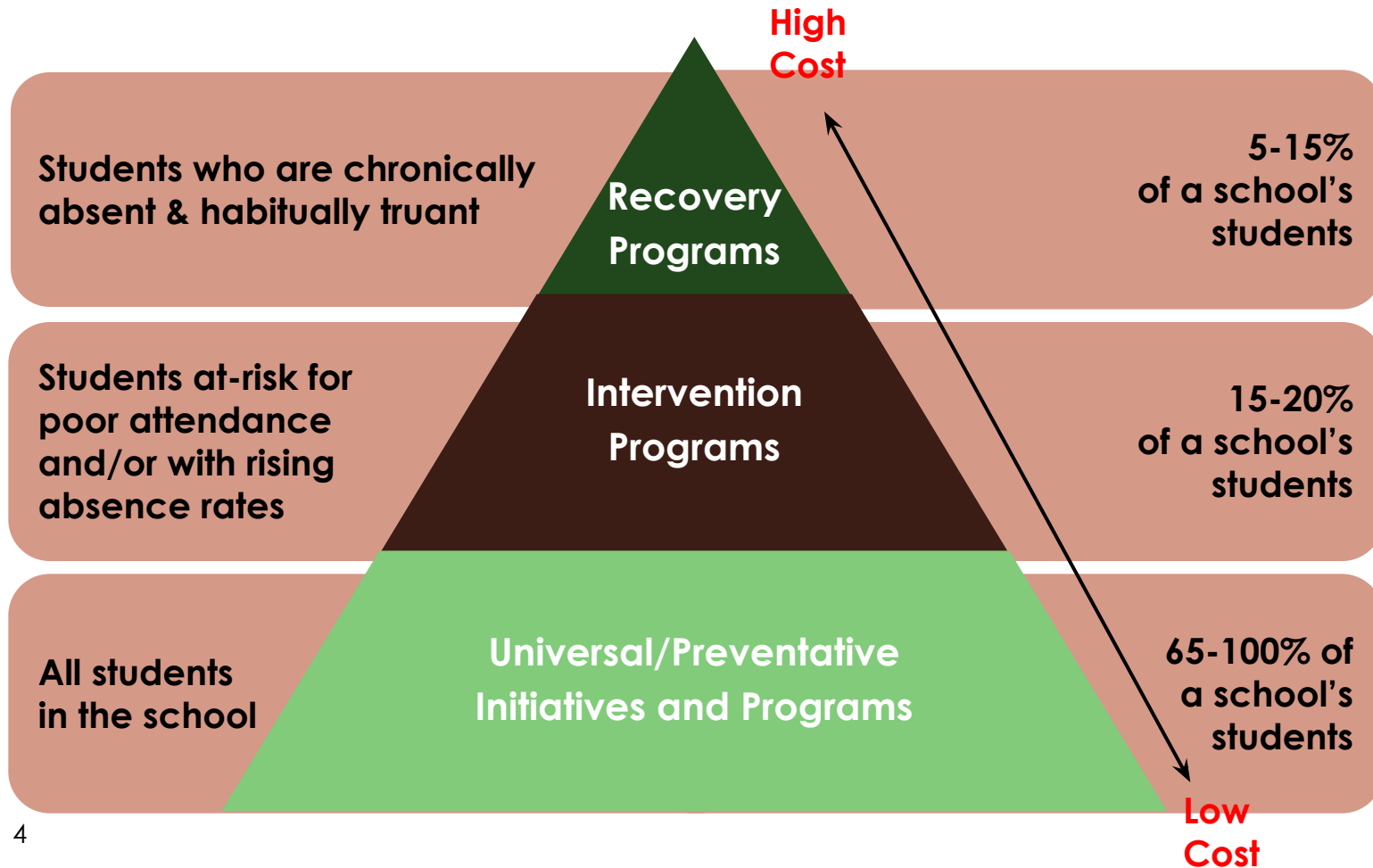


Defining Key Terms

- ❑ **Average Daily Attendance:** The percentage of enrolled students who attend school each day.
- ❑ **Satisfactory Attendance:** Missing 5% or less in an academic year.
- ❑ **Chronic Absence:** Missing 10% or more of school in an academic year for any reason—excused or unexcused.
- ❑ **Severe Chronic Absence:** Missing 20% or more days of school per year – approximately two months of school.
- ❑ **Truancy:** Typically refers *only* to unexcused absences and is defined by each state.



Increased Attendance Involves a 3-Tiered Approach that Fits with Most Reform Efforts





Strategies for 3 Tiered Approach

Universal strategies are part of tiered interventions

Recovery Programs

- Case management and wrap-around services
- Referral as last resort for court-based intervention

Intervention Programs

- **Early outreach, support, mentoring for students with poor attendance**
- Identify and remove barriers
- Attendance contracts

Universal/Preventive Programs

- Safe and supportive school environment
- Engaging classroom environments
- **Parent education about why attendance matters and how to help each other get students to school**
- **On-going attention to attendance data**
- **Recognition for good and improved attendance**
- Collaboration with afterschool and early childhood
- School-based health support



Why It Matters, What We Can Do!

Attendance Flow Chart



Why It Matters, What We Can Do!

Step 1:

Student misses 3 or more days in 30 calendar days

- **Teacher contacts parent/Guardian**
- **Document in FOCUS under contact log**
- **Communicate any new contact information to the data specialist**



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Step 2

When student misses 5 unexcused in 30 days OR 10 unexcused in 90 days , student's name will generate on the FOCUS Attendance alert.

Best practice is to review alerts weekly and complete actions.



Why It Matters, What We Can Do!

If a student shows a pattern of nonattendance, school should determine if an Attendance Child Study meeting is necessary. If so, schedule and invite parent/guardian to attend. (*Refer to Instructions on Attendance Child Study meeting document*)

- Make sure parent/guardian sign child study form if attended in person.**
- The school designee should upload documents from the meeting in the FOCUS Attendance log under the Attendance tab.**
- Implement the interventions and monitor attendance.**



Why It Matters, What We Can Do!

Attendance Child Study Meeting Guidelines



Why It Matters, What We Can Do!

Parent/Guardian Invite

- An invitation should be sent to the parent/guardian in writing by email or mail at least 14 days prior to meeting.
- Mailing invite will assist in verifying address and confirmation of meeting invitation.



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Attendance Child Study Meeting

- If possible, school counselors should meet with the student prior to the child study meeting to address concerns and identify barriers in preparation for the meeting.
- The student may attend the Child Study meeting, if age appropriate.
- Parent/guardian may participate in meeting by phone, in-person or virtual.



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Attendance Child Study Meeting

Purpose of Meeting

It is important at this meeting

- ❖ to identify the barriers the student is experiencing for school attendance
- ❖ recommend, develop and implement interventions and/or strategies in order to resolve the attendance problem with the student.

We are going to discuss possible interventions and strategies later today.



Why It Matters, What We Can Do!

Attendance Child Study Meeting

Insert child study form
with areas highlighted



Why It Matters, What We Can Do!

After meeting

If the student continues to have unexcused absences

- ❖ after contact by school
- ❖ Attendance Child Study meeting was held
- ❖ interventions attempted for at least 30 days are not successful.

Then enter school social work referral in FOCUS.

- Make sure you complete all fields and document at least three school contact attempts.



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THINGS TO KEEP IN MIND:

- Parents may have access to view the referral.
- If a student is referred to truancy court, a copy of social work referrals are mailed to the parent/guardian with court documents.
- Provide detailed information in the referral description field but contact social workers directly with any confidential information that is pertinent.
- Check social work referral in FOCUS to see results usually within 72 hours.



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THINGS TO KEEP IN MIND cont.:

- Social workers do not receive an alert about referrals. Social workers check Opened referrals daily and work as quickly as possible.
- If the referral is urgent, enter referral in FOCUS then contact your social worker via phone/text.
- After school social worker contact is completed, the school designee will monitor student's attendance.



Why It Matters, What We Can Do!

After meeting

If the student continues to have unexcused absences after the following:

- ❖ parent contact by school,
- ❖ child study meeting has been held by school,
- ❖ school social worker contact has been completed,
- ❖ AND child has 15 unexcused in a 90 day period,

the school designee may assess eligibility for truancy court and recommend the student for a referral to truancy court.



Why It Matters, What We Can Do!

After meeting

- If truancy court referral is recommended, the school designee must notify the school social worker by email about the recommendation.
- Then, verify that the Attendance Child Study Meeting form and parent invitation letter for the meeting are uploaded under the Attendance tab.
- The final decision to refer to Truancy Court is at School Social Worker's discretion.



Why It Matters, What We Can Do!

**Possible
Interventions and Strategies
for
Attendance Improvement**



Why It Matters, What We Can Do!

Possible Interventions and Strategies for Attendance Improvement

- Peer to Peer mentoring - Initiate a cross-age helper or buddy system in which older students with good attendance are able to mentor younger students on a weekly basis.
- Schedule teacher/parent conference
- Provide resources and referrals (both in the school and in the community)to the family.
- Refer to your school's assigned Children's Home Society Navigator for assistance.



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Possible Interventions and Strategies for Attendance Improvement

- Refer the student to counseling services (services offered at school if available and appropriate and/or community counseling services.)
- Connect students with adult mentors (if outside mentors are not available, consider non-instructional staff at school)
- Connect the student with school clubs, sports or activities that meet their interests.
- Assist parent to create FOCUS Parent Portal and review often.



Why It Matters, What We Can Do!

Possible Interventions and Strategies for Attendance Improvement

- Evaluate the student's schedule and discuss grades with the student and parents.
- Make changes to the student schedule if needed.
- Arrange a morning check in for the student with a school staff member for positive reinforcement.
- Provide rewards and recognition when attendance improves to the student and recognition letter to parent.



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Possible Interventions and Strategies for Attendance Improvement

- Implement an Attendance Contract with the student. (example on District Social Work webpage.)

- Discuss with parents/guardians the importance of attendance.
 - Let parents/ guardians understand that attendance is part of the evaluation process for students who struggle with academics.
 - Good attendance is needed in order to complete the testing evaluation and consideration for special services.



Why It Matters, What We Can Do!

Any other ideas?