

Does Our Local Education Agency (LEA) Have a Systemic Plan to Reducing Chronic Absence?

A Planning Tool for Districts and Communities

(Revised May 1, 2016)

Actionable data, positive engagement, capacity building, shared accountability, and strategic partnerships all play an integral role in reducing chronic absence in your district. After assessing where you are across all five ingredients, think about the actions your district will take on its own and with the help of **community partners**. What are your next steps? Who is responsible for each task? When will each task be completed?

ACTIONABLE DATA	What are Key Next Steps?	Individuals or Groups Responsible	Target Date	Resources to Leverage
1. Attendance data is entered accurately on a daily basis for each student into an electronic database.				
2. Data on levels of chronic absence are calculated (ideally at least monthly) for our district as a whole as well as by grade, school, student sub-population and, if possible, by zip code.				
3. At least once a month, school site teams and a district team receive and use data on the current level of chronic absence overall, by school, and by grade. School teams also receive a list of the students by grade who have missed 10% or more of school.				
4. Students and parents can access their own attendance data in a format that is easy to understand and shows them if the student is at risk due to chronic absence (ideally they can also track problematic academic performance or behavior that may be related to absences).				

POSITIVE ENGAGEMENT	What are Key Next Steps?	Individuals or Groups Responsible	Target Date	Resources to Leverage
<p>1. Our district, from the Superintendent to our materials (flyers, handbook, back to school letters, etc.), clearly and consistently conveys messages about the importance of daily attendance and reducing absences in communications with parents and the general public, as well as other key stakeholders.</p>				
<p>2. High quality trainings and workshops are available throughout the year and in the home languages of families to help parents understand how to help their children succeed in school. These include explaining why attendance matters, how to access data on their children’s attendance and performance, and what parents can do to ensure daily attendance.</p>				
<p>3. As soon as signs of chronic absence are detected, someone (from the school, district, community partner, health providers, volunteers, etc.) reaches out to the student and family in a positive way to let them know they were missed, to encourage improved attendance, and to identify needed supports. Follow-up is pursued until contact is made.</p>				
<p>4. We recognize positive examples of students, families, teachers, schools, and community partners improving attendance and use these examples to inspire action and identify best practices.</p>				

CAPACITY BUILDING	What are Key Next Steps?	Individuals or Groups Responsible	Target Date	Resources to Leverage
1. We have a widely disseminated, comprehensive attendance policy and practice manual that clearly lays out why attendance matters, describes what schools and the district will do to build a positive culture of attendance, and outlines when and how to respond to student absences.				
2. We have identified a lead and team from the district whose responsibility it is to develop and ensure implementation of a systemic, tiered approach to reducing chronic absence..				
3. Principals understand what chronic absence is as well as how to address it. They are prepared to lead and coach their school staff and community partners in working together to improve attendance through a tiered approach.				
4. Schools have teams in place that regularly review attendance data and practice, seek input from youth and families on attendance barriers, and use the insights gained to inform programmatic action and adopted a tiered approach to reducing absenteeism.				

SHARED ACCOUNTABILITY	What are Key Next Steps?	Individuals or Groups Responsible	Target Date	Resources to Leverage
<p>1. The Superintendent and School Board have established and announced annual district-wide goals and provided guidance for setting school-wide goals for improved attendance and lower chronic absence.</p>				
<p>2. Each school site has a school improvement plan that includes data on chronic absence and attendance, targets for improvement, and the steps it will take with community partners to maintain or improve attendance through a tiered approach.</p>				
<p>3. Every student with a prior history of chronic absence has an attendance improvement plan that sets attendance goals and identifies how they will be attained with support from families, school staff and community providers, as needed.</p>				
<p>4. The district and key community stakeholders meet regularly to review chronic absence data in the context of other student, school, and community data, to identify causes of absence and opportunities for action, to discuss implications for targeting available resources, and to set community-wide goals for improved attendance.</p>				

STRATEGIC PARTNERSHIPS	What are Key Next Steps?	Individuals or Groups Responsible	Target Date	Resources to Leverage
1. Data on chronic absence (and ideally other attendance measures) are publicly reported annually (if not more often) and available to families and community partners, including health providers .				
2. Schools and community partners (city government, businesses, parent organizations, social workers, health providers, clergy, etc.) take a cross-sector approach to building a positive culture of attendance through student and family engagement, as well as recognition of good and improved attendance.				
3. Professional development and materials are available to help community partners understand our attendance practice and how they can help build a culture of attendance, develop tiered interventions and engage in positive messaging and early outreach to students and families.				
4. Contracts or MOUs with community organizations outline how they will share data, and provide support to the school and district in improving school attendance and how they will assess if their contributions are having an impact.				

Overall Reflections & Next Steps

1. What are your district's **greatest strengths** across the four ingredients? (Review the results from your self-assessment.)
2. What are the **biggest challenges** your district faces across the four ingredients? (Review the results from your self-assessment.)
3. What are the three or four **most important steps** that could be taken over the course of the next year to lay the foundation for reducing chronic absence?
4. **What is already going on** in your community and school district that could be leveraged to help take these steps?
5. If you are creating this action plan with others, **share all of your ideas** for the three or four most important steps. Identify if any of the steps are more important to achieve first to lay the foundation for others. Agree upon the top three to five shared priorities for action.
6. For each priority, **identify the following**: what are the resources that could be leveraged; who are the key groups that should be involved; who could take the lead in moving it forward; and what is your timeline for action.