

Does Attendance Really Count in Our Early Education Program?

A Tool for Self Assessment

(August 2013)

Key Element	Strength	OK for Now	Could Be Better	Urgent Gap	Don't Know	Implication(s) for Action
1. We have a clear and widely understood policy regarding expectations for on-time attendance.						
2. We take roll every day accurately and in a caring manner in every classroom.						
3. We regularly generate reports on chronic absence by child, classroom, the program and center.						
4. Attendance data for our program as a whole is regularly reviewed to identify positive and problematic patterns of absences for individual students, classrooms or particular groups of students,						
5. We reach out to chronically absent or tardy students and their families to see how attendance could be improved.						
6. We partner with health providers and community agencies that can help reach out and offer resources to assist chronically absent students and their families.						
7. We educate parents about the importance of cultivating good attendance habits starting in preschool and create opportunities for them to learn what they can do to support regular attendance.						
8. We teach young children about the importance of on-time attendance by offering rewards and acknowledgement for good and improved attendance.						
9. We partner with elementary schools to let them know which children have a history of problematic attendance so they can pay special attention to their needs in kindergarten.						

(Note: Chronic Absence = missing 10% or more of preschool or school for any reason)