Discussion Guide

School Every Day: What Effective Principals Do to Improve Attendance

November 4, 2015

Participants, if you watched the previous webinar in this series[, Leading Attendance in California](https://attendee.gotowebinar.com/recording/7630001935833608962), and you used the [Pyramid Handout](http://www.attendanceworks.org/wordpress/wp-content/uploads/2015/07/Pyramid-worksheet-3.pdf) as a way to organize your ideas, we suggest you have those notes on hand so you can update your plans with your team during this discussion.

Facilitators, please note that this discussion guide is intended for a longer discussion—one hour to watch the webinar and one hour to discuss. If you have a shorter time allotted for watching and discussing the webinar, you may consider asking one or two questions instead (We have put asterisks next to ones you might wish to use for a shorter session). For example, what is one idea we heard that we really want to implement immediately?

Questions:

# Cultivate a School Wide Culture of Attendance

## What ideas did you garner from principals about creating a culture of attendance that you might want to adopt in your schools? \*

## What additional Attendance Works messaging tools (such as the holiday messaging toolkit or winter messaging toolkit) do you want to use as the school year progresses?

# Use Data To Determine Need for Additional Supports

## Principals on the webinar are closely monitoring which students are chronically absent or have a large number of absences. How is your school or district tracking student absences? Who has access to the information? \*

## What are some examples of Tier 2 attendance interventions shared on the webinar? (Tier 2 supports are designed for positive, early intervention to students missing 10-19% of the school year.)

## How many students in our school or district need Tier 2 interventions? (Calculate the number of days of absence that marks the threshold for chronic absence: # Instructional Days since the start of the 2015-16 school year x 10%) What positive, early interventions are we implementing to get these students back on track?

# Take a Team Approach and Develop Staff Capacity

## Does your school have an attendance team that meets regularly to review chronic absence data and plan interventions? What steps might you want to take to build and/or strengthen your school attendance teams?

## In what ways are teachers and other school staff sharing the responsibility for reducing chronic absence in your school buildings?

## What are some ideas you heard on this webinar for helping school staff know what to do and what to say when students are absent? \*

# Advocate for Additional Resources and Improved Policy

## What are some of the ways identified on the webinar that districts, county agencies or community-based organizations can partner with schools to reduce chronic absence?

# Next Steps

## Are there any principals in our district or neighboring districts who are doing exemplary work to reduce chronic absence? Should we nominate them for the PAL Award? How can we learn from them?

## What ideas can we glean from today’s presentation that we want to implement?

## What is one key idea to reduce chronic absence that we want to share with our colleagues? \*