**Template Attendance Plan**

Earl Boyles Elementary School in Portland, Oregon developed this attendance plan for the 2015-16 school year. It can serve as a template for preschools developing attendance plans.

2015-16 PRE-K ATTENDANCE GOAL:

The pre-school and attendance team will work together to maintain the number of chronically absent pre-school students (80 – 89% attendance) at 13 throughout the school year.

Additionally, we will work together so that 0 students are severely absent (less than 79% attendance).

**2015-16 PRE-K ATTENDANCE PLAN**

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**PRE-K WIDE STRATEGIES:**

* All families will receive a contract that requests 90% student attendance or better and home visits in the address used for enrollment. Families who do not wish to have a home visit in their home must talk with THE DIRECTOR. The contract will be signed upon enrollment or reenrollment and reviewed during pre-K parent orientation at the beginning of the year.
* During pre-K family events, families of students with 95% or better will be recognized and if possible rewarded (i.e. coffee card, a single flower or certificate).
  + Congratulations to families with good attendance or improved attendance (post attendance awards outside of classroom).
  + Awards or celebration at curriculum night?
* DIRECTOR/DESIGNATED STAFF MEMBER will email attendance reports to all members of the pre-K team (teachers, assistants, Early Childhood Special Ed Specialists, Mental Health Consultants, Head Start family worker and education specialist).
* Pre-K teachers will look at attendance report and organize a monthly popcorn party for the class with the most students with 95% attendance or better.
  + Tap parents and local businesses for support with popcorn party
* Pre-K teachers will have a daily celebration (i.e. dance, extra outdoor time) whenever ALL students are present.
* For students with special needs, specialists will talk about the importance of attendance during meetings with family. Specialists will also receive two attendance reports each month so that they can integrate attendance into their communication and work with families. (For example, your child receives speech services on Tuesdays . If she is not here, she will be missing those services).

**FOR PRE-K STUDENTS WITH 80-89% ATTENDANCE RATE**

* DIRECTOR/DESIGNATED STAFF MEMBER will create a Google Document with a list of pre-K students who are chronically absent and share it with all the preschool and attendance team. Anyone on the team who has a strong relationship with the student’s family or wants to build one will write their name next to the student’s name and will be the point person for working with that family on attendance issues throughout the school year.

**FOR STUDENTS WITH 79% ATTENDANCE OR LESS**

* All interested pre-K team members will work with community partners to provide extra support to children and families facing difficult challenges in getting to preschool.