

# **1. Accurate Data :**

**The principal ensures that teachers and school staff take attendance accurately and that it is entered daily into the district data system.**

## **2. Attendance Team:**

**Our attendance team, led by an administrator, meets at least every two weeks to: (a) monitor attendance data & trends; (b) coordinate the school's multi-tiered attendance strategy; (c) examine the reasons for absences using quantitative & qualitative data; and (d) ensure chronically absent students receive needed supports.**

### **3. Engaging Climate:**

**Our school has a welcoming and engaging climate that promotes safety, great teaching and learning, and interpersonal relationships with students, families, and staff.**

## **4. Culture of Attendance:**

**Our school promotes a culture of attendance in year-round communication to families and students (back to school events, letters, flyers, personal phone calls, etc.) and regularly recognizes good and improved attendance.**

## 5. Family Engagement:

**Our school staff reaches out to families and engages them as partners in problem-solving.**

## **6. District Policy:**

**Our district policy promotes taking a problem-solving approach that includes all staff, students, families and partners at our school.**

## **7. Policy Dissemination:**

**Our school ensures the district attendance policy is communicated to families through printed materials, posted on our website, and shared at school events.**

## **8. Staff Capacity:**

**Our school ensures staff knows what is chronic absence, why it matters, and what are best practices for reducing it.**



## 9. Improvement Plan:

**Our strategies for supporting student attendance are reflected in our school improvement plan.**

## **10. Community Partners:**

**Our school partners with community agencies that offer resources (afterschool, health services, mentors) that help engage students and remove attendance barriers.**