



Attendance Activities School Year Plan (K-12)



School Name		School Year	
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Activities in the grid are examples. You can customize the plan for your school or program. For each activity, specify who is responsible for leading and how to measure the results. You can also recreate this chart in a larger format and use sticky notes to add activities as a group exercise. Learn more about the 3 Tiers of Intervention. (<https://www.attendanceworks.org/chronic-absence/addressing-chronic-absence/3-tiers-of-intervention/>)

Timing	End-of-Year (May/June)	Summer (July/August)	Welcome Back (August/September)	Ongoing (Weekly)	Fall Semester (October/November)	Winter Semester (December - February)	Spring Semester (March/April)
School Team	<p>Establish or confirm the members of a cross-functional school team to address attendance for the following school year. Schedule the first meeting for next year.</p> <p>Review end-of-year attendance data. Determine primary root causes for chronic absence for individual students or groups and develop a plan to address those in the next school year.</p> <p>Share data with the student's next teacher or relevant staff for smooth transitions and troubleshooting.</p> <p>Develop a yearly attendance plan with annual chronic absence reduction goals and whole-school strategies.</p>	<p>Begin outreach for returning, chronically absent students (e.g., phone calls, welcome letter or postcard, relational home visit).</p> <p>Encourage school leaders to include a discussion of chronic absence and the whole school strategies at professional development days during the first months of the school year.</p> <p>Encourage your district to create an attendance messaging plan with guidance on when and how to share messaging with students and families.</p>	<p>Conduct the first team meetings by the second week of school. Identify and schedule recurring team meetings to monitor and sustain your attendance plan.</p> <p>Continue to develop a yearly attendance plan.</p> <p>Ensure the school has a tiered attendance response.</p> <p>Download a template showing what schools can do at each tier, including the specific actions and responsible staff at each level of absence, so everyone understands they have a role. Fill in this blank version.</p> <p>Share handouts staff can use to communicate with families and students about attendance.</p>	<p>Hold team meetings to monitor attendance data and interventions.</p> <p>Continue to develop and/or implement the attendance plan.</p>	<p>Review early warning data. Ensure staff are prepared to discuss attendance in a caring manner in phone calls, in parent-teacher conferences, attendance improvement meetings, and home visits.</p> <p>Communicate with families about keeping students healthy during the winter season.</p>	<p>Revisit data to measure progress and revise school-wide strategies as needed.</p> <p>Expand the team and resources as needed to address the root causes of absences.</p>	<p>Ensure staff are prepared to discuss attendance in parent-teacher conferences.</p> <p>Assess interventions.</p> <p>Join the annual Attendance Awareness Campaign. Plan to celebrate attendance awareness month at the start of the next school year.</p>

<p>Foundational Whole School Supports</p>	<p>Plan end-of-year traditions, including opportunities for service, e.g., students in upper grades lead tours for students entering the school next fall.</p>	<p>Plan welcoming traditions for incoming early grades, transition grades, and new students and their families.</p> <p>Establish attendance recognition schedule/process.</p> <p>Ensure in your plans that all students can participate in recognition and welcoming activities, including students with disabilities and student groups with historically high levels of chronic absence.</p>	<p>Communicate health and safety protocols to all students, families and staff.</p> <p>Equip teachers with strategies to promote healthy hygiene in the classroom.</p> <p>Promote immunization activities.</p> <p>Work with facilities and custodial staff to ensure the school building is clean and safe.</p> <p>Conduct welcoming traditions for students and families that build connections all year.</p>	<p>Coordinate with school leaders to promote and maintain a positive school climate.</p>	<p>Provide a warm welcome for students who start later in the school year.</p> <p>Offer after-school programs with engaging and culturally responsive curricula.</p> <p>Connect families to community health resources and preventative care to reduce illness-related absences.</p> <p>Map any areas in the school where student safety is a concern (e.g., bathrooms or hallways).</p>	<p>Share reminders about healthy habits and routines during the winter months.</p> <p>Increase the sense of belonging for specific student groups by creating clubs, history months and celebrations.</p>	<p>Plan and implement engaging activities and messaging to avoid the spring slide.</p>
<p>Tier 1 (Universal)</p>	<p>Communicate the importance of student attendance in the last weeks of school.</p> <p>Acknowledge attendance successes and improvements.</p>	<p>Promote attendance messaging during registration/enrollment. Have home visits, make phone calls, and send postcards to build relationships and remind families about the first day of school.</p>	<p>Share back-to-school messaging about welcoming students to the school community and the importance of consistent attendance. Download messaging resources for the annual Attendance Awareness Campaign.</p> <p>Ensure that each student is connected to a caring adult. Consider using Harvard's Relationship Mapping Resources.</p>	<p>Support staff and teachers to establish daily, weekly and monthly routines to build relationships in the classroom, and welcome students back after absences. Three districts in California shared their approaches.</p> <p>Ensure positive, consistent communication with families about student attendance.</p>	<p>During parent-teacher conferences, recognize good and improved attendance, and discuss in a supportive manner if needed.</p> <p>Anticipate and plan activities/supports to minimize attendance dips during holidays.</p>	<p>Share messaging and engaging activities around the winter holidays.</p> <p>Use data to identify attendance dips and align events to mitigate low attendance days. Use data to identify and keep an eye on students who are at risk of becoming chronically absent.</p> <p>Schedule mid-year activities to remind the school community about attendance.</p>	<p>Hold parent-teacher conferences and/or student-led attendance check-ins.</p>

<p>Tier 2 <i>(Target – moderate chronic absence 10%-19.9%)</i></p>	<p>Meet with transition grade (K, 6th, 9th) personnel to conduct a warm hand-off for students who are chronically absent.</p> <p>Develop a plan for summer and the first day of school interventions. Include chronic absence as a factor in summer programs.</p>	<p>Review the previous year’s data for returning and incoming students.</p> <p>Update tiered strategies based on data and any new information about reasons for absences.</p> <p>Extend personal outreach to all families and students in transition grades and all of those who were chronically absent in the prior school year.</p> <p>Ensure educators and families receive positive communication about handling chronic health issues and attendance.</p>	<p>Develop personalized relationships with students and families who are at risk for attendance issues. Download talking points for students and families.</p> <p>Ensure all outreach is conducted in families’ home languages and draws upon family cultures.</p>	<p>Put in place strategies to connect to groups of students showing signs of attendance issues (e.g., Success Mentors).</p> <p>Ensure IEPs address attendance.</p> <p>Collaborate with family, student and school nurse or medical providers on management plans for students with chronic illnesses.</p>	<p>Develop school-wide Tier 2 strategies. Create Student Attendance Success Plans with students and families.</p> <p>Discuss the impact of attendance on learning during parent-teacher conferences</p> <p>Identify common barriers for student groups and organize strategies to address barriers. Provide academic support as needed.</p>	<p>Identify moderately chronically absent students (missing 10-19%).</p> <p>Meet with students and families to identify reasons for absences, motivation to be in school and apply appropriate interventions.</p> <p>Utilize these resources for identifying common barriers to student attendance.</p>	<p>Hold parent-teacher conferences and discuss strategies to improve students’ individual attendance rates.</p>
<p>Tier 3 <i>(Target – severe chronic absence 20% and above)</i></p>	<p>Meet with transition grade (K, 6th, 9th) personnel and assign mentors for the first day of school.</p> <p>Coordinate with external partners to ensure continuity of care.</p>	<p>Review the previous year’s data for returning and incoming students.</p> <p>Flag students who were severely chronically absent, and learn about their challenges and strengths.</p> <p>Engage community partners to address barriers (e.g., mental health, child welfare, family organizations).</p>	<p>Consider student body demographics and identify student groups at risk for chronic absence.</p> <p>Meet with chronically absent students and their families to learn about their strengths, the barriers and what motivates students to attend.</p>	<p>Implement early interventions before taking more intensive measures.</p> <p>Make referrals to case workers as needed.</p>	<p>Identify common barriers for students who need Tier 3 support and engage external resources. Consider FindHelp.org.</p> <p>Provide academic support as needed.</p>	<p>Convene meetings with all relevant key players (e.g., mental health, child welfare, family organizations) to identify and coordinate support.</p>	<p>Hold meetings with parents/caregivers, legal guardians and community partners to celebrate improvements, begin to identify goals for next year and ensure students and families are connected to resources outside of the school.</p>