Checklist for the Perfectly Punctual Campaign Strategies

The Perfectly Punctual Campaign is an early childhood program that engages parents and children in understanding the importance of on-time attendance to success in school.

Attendance Works
Advancing Student Success By Reducing Chronic Absence

Key Element	Strength	OK for Now	Urgent Gap	Could Be Better	Don't Know	Implication(s) for Action
1. Director / Principal makes on-time attendance a priority from preschool forward.						
2. The program's policy on punctuality and attendance is presented to families in various forums and formats throughout the year.						
3. Children are engaged in maintaining a record of their attendance with support from the teacher or other responsible adult.						
4. There is access to a computerized system of attendance and punctuality data.						
5. Teachers are engaged in reviewing attendance data and noticing patterns of lateness or absence.						
6. Attendance team reviews on-time attendance on a regular schedule to identify families in need of support with attendance issues.						
7. Professional development is offered on attendance and punctuality issues and strategies.						
8. Parents and families are honored for their ability to sustain routines and get children to school on time everyday the children are healthy enough to attend.						
9. Pre-K and elementary schools share data and strategies to promote a smooth transition and create a culture of consistent on-time attendance.						
10. Pre-K programs and elementary schools reach out to local business, civic, union leaders to reinforce the lifelong importance of punctuality to success.						
TOTAL						

Check boxes that apply

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The chart, a worksheet created by Attendance Works and modified for the PPC program, encourages teachers and staff to think through priorities in order to tailor a strategy that targets needs with intentionality.

Download the checklist on the Attendance Works website.