**CBO or School Staff Interview Protocol**

1. How long have you been working here?
2. To what extent do you think good attendance is highly valued by the staff and families at this school?
	1. What did you see or hear that leads you to this conclusion?
	2. What do you think is the main motivator for families to get their children to school every day?

*Prompt:*

* + - *Their children enjoy it*
		- *They need to have their children supervised while they go to work*
		- *They believe attending school is important for their children’s success*
1. What do you think are the biggest barriers to students attending school?
	1. What are parents’ attitudes about the importance of attendance? What have they said to you about the importance of attendance?
	2. Do students often miss school because:
		* They are sick or have doctors’ appointments?
		* Getting to school is difficult (lack of transportation)?
		* They are avoiding school due to academic struggles?
		* There is bullying?
		* Other reasons?
2. What is most important for helping overcome those barriers?
3. What do you think is most helpful for ensuring that schools in your district pay attention to student attendance and take steps to reduce or avoid chronic absence (missing 10% or more of school)?

(Revised September 18, 2013)