

District Attendance Team Yearly Planning Calendar



School District		School Year	
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This is an example of a district attendance calendar to guide the work of the district over the year. This calendar is best used by a district level team that has responsibility for building capacity to ensure attendance is treated as an integral part of school success. The district calendar can be used in conjunction with the school site yearly planning calendar. Use the blank version to create your own.

Timing	Ongoing	Summer	Welcome Back	Fall Semester	Winter	Spring
Actionable Data	Review district data & trends by school, grades & student subgroups (ethnicity, ELL, disabilities). Ensure school leaders and teams have access to site level data. Monitor accuracy of attendance data.	Clean up data and notify school teams of chronically absent students who will be entering & returning to each school. Analyze previous year's data for disparity, trends, & overall progress. Celebrate previous year's progress.	Review EOY data, set and publicize district goals. Develop districtwide attendance improvement plan and present to the school board.	Help school teams analyze attendance patterns and trends to inform schoolwide strategies. Ensure schools regularly share attendance data with students and families (e.g. parent-teacher conferences, advisory periods).	Measure district progress compared to previous years. Analyze trend data, identify attendance dips and set districtwide fourth quarter improvement targets.	Monitor attendance dip trend data and identify schools in need of additional support. Celebrate and recognize schools making progress.
Build Capacity	Coach and support school attendance teams and ensure they utilize data to monitor attendance. Ensure resources are allocated in budgets to support efforts to reduce chronic absence. Identify bright spot schools.	Include attendance in start of school year PD for all staff. Provide principals with tools to build a school-wide culture of attendance. Establish a year-round process to share best practices among and between school teams.	Support schools to develop good and improved attendance recognition programs. Ensure attendance is a standing agenda item for administrator meetings.	Conduct site visits to all schools, observe team functioning, identify bright spot schools and schools in need of additional supports. Develop school coaching plans based the results of school team self-assessments.	Assess the sufficiency & impact of school-level interventions & strategies across all schools. Determine how to take bright spot best practices to scale across the district. Continue to support sharing of best practices among & between school teams.	Develop protocols for attendance as a summer school placement factor and to flag students who need attendance supports early in the new school year. Align resources to schools with high levels of chronic absenteeism.
Positive Engagement	Consistently and positively reinforce why chronic absence matters for achievement.	Establish family outreach and home visiting protocols. Develop year-round districtwide attendance messaging campaign and provide schools with messaging materials.	Ensure that schools are utilizing messaging materials in back-to-school strategies and implementing the district's messaging campaign.	Develop district protocols for embedding attendance into daily school culture (e.g. classroom practices, student assemblies, parent-teacher conferences).	Implement districtwide winter holiday and spring break messaging campaign.	Implement an "end the year strong" messaging campaign.
Shared Accountability	Cross-departmental district attendance team (e.g. district leadership, student support, health, special education, parent engagement) meets monthly	Ensure schools have a data-driven attendance improvement plan. Assess District Attendance Team effectiveness and make changes as needed.	Review and analyze common causes of absence requiring programmatic or policy solutions identified by school teams.	Develop districtwide solutions to systemic barriers identified by school teams. Develop data-sharing agreements as needed.	Establish a district PD calendar for next school year. Monitor the effectiveness of district partnerships.	Update district attendance policies and procedures. Establish a "summer bridge" program for students transitioning schools.
Strategic Partnerships	Develop agreements with community partners and public agencies. Make attendance an indicator for District partnership agreements.	In partnership with school teams, conduct a community asset analysis and use mapping data to identify potential partners.	Develop community partner agreements and supports for previous year's Tier 3 students. Conduct partnership trainings for schools.	In partnership with school teams, facilitate community partnerships for early intervention and prevention (Tier 1 and Tier 2) supports.	Develop community partner agreements for Tier 3 intensive interventions.	Equip summer providers to address the needs of chronically absent students.