

## Early Childhood Education Program Self-Assessment

Key Element	Solidly in place	Needs Improvement	Urgent Gap	Don't Know	Rationale for Rating
1. We have a clear and widely understood policy setting expectations for on-time attendance.					
2. We take daily attendance accurately with care in every classroom.					
3. We regularly generate reports on chronic absence by child, classroom, center and program.					
4. We review attendance reports at least monthly (ideally weekly) to identify positive or problematic patterns of attendance for individual students, classrooms, or groups of students.					
5. We educate parents/caregivers about the value of strong attendance routines from preschool forward to ensure long-term success in school.					
6. We teach young children about the importance of on-time attendance, engage them in tracking their own attendance daily, and recognize good and improved attendance (ideally weekly).					
7. We reach out and partner with families of chronically absent or tardy students to explore how to improve on-time attendance.					
8. We partner with health providers and community agencies that can help reach out to families and offer resources to address attendance barriers.					
9. We assess the impact of our work on improving consistent on-time attendance.					
10. We collaborate with elementary schools to encourage early attention to attendance during the transition to kindergarten.					

***(Note: Chronic Absence is missing 10% or more of preschool for any reason)***