

Sample Preschool Yearlong Attendance Planning Calendar



Preschool Name	School Year
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Activities in the grid (in Italics) are examples. You can customize the school year attendance plan for your school/program. For each activity, you might specify who is responsible for leading and how to measure results of the activity.

Timing	Before Start of School Yr. (July/August)	Welcome (August/September)	Ongoing Activities (Daily/Weekly/Monthly)	Fall (October-December)	Winter January - March	Spring - Summer April - end of school year
Staff	<i>Utilize start of school PD days for all professionals to do attendance self-assessment and develop Tier 1 strategies.</i> <i>Develop yearly attendance plan and goals</i> <i>Establish attendance team to include education, family/social services and data experts</i>	<i>Integrate attendance awareness into home visits and parent orientation</i> <i>Conduct attendance team meeting by the second week of program.</i> <i>Begin data analysis as soon as classroom roster is solid</i>	<i>Conduct weekly attendance team meetings</i> <i>Develop good and improved attendance recognition program</i> <i>Integrate attendance into home visits and parent teacher conferences</i>	<i>Attendance team reviews early warning data, prepares for holiday attendance dips and evaluates Tier 1 activities</i> <i>Share relevant data reports with teachers</i> <i>Orient Parent Policy Council / PTA</i>	<i>Attendance team reviews data trends from start of year to assess progress and revise strategies, as needed</i>	<i>Incorporate attendance data into transition materials for children moving on to K</i> <i>Add special events/competitions between classrooms to energize routine ongoing activities</i>
Tier 1 (universal)	<i>Attendance messaging during registration/enrollment; Home visits/phone calls</i> <i>Prepare attendance displays for classrooms and corridors</i>	<i>Integrate attendance awareness into parent orientations.</i> <i>Establish schedule for family and individual recognition events</i> <i>Implement family engagement activities into welcoming events</i>	<i>Teachers engage children in tracking their own attendance</i> <i>Greet children warmly at arrival and dismissal and use these times to build trusting relationships</i> <i>Introduce parents to information and resources that support consistent attendance.</i>	<i>Integrate attendance awareness into individual parent meetings</i> <i>Launch messaging and incentives for winter holidays</i>	<i>Introduce special activities before and after New Year to add freshness to ongoing activities</i> <i>Plan messaging incentives and activities for before / after spring break</i>	<i>Parent-Teacher conference (stress importance of keeping up good attendance)</i>
Tier 2 (targeted: moderate chronic absence)	<i>Review previous years data for returning students</i>	<i>Reach out to families who demonstrated chronic absence in the previous year</i> <i>Help families use core materials adjusted to the specific needs of their child/ circumstance</i>	<i>Reach out to families as soon as absence hits 10% level.</i> <i>Build on relationships with families to problem solve and strengthen routines</i> <i>Recognize positive progress with parent</i>	<i>Reach out to families to problem solve when absences reach 10%.</i> <i>Create personalized student success plans with parents</i> <i>Assess most common reasons for absences and explore program wide strategies to address</i>	<i>Maintain contact for encouragement and problem solving</i>	<i>Review most common reasons for absences and explore program wide strategies to address</i>
Tier 3 (targeted: severe chronic absence)	<i>Reach out/orient community partners to chronic absence</i>	<i>Work with community partners to help families address and problem solve barriers to attendance</i> <i>Recognize positive progress</i>				