



What should happen at our school for each level of absence? (sample form)

| Number of Absences | Action(s) | People Responsible | Resources to Support Action(s) | Documentation <i>What was the reason for the absence, and what intervention or support was offered?</i> |
|--------------------|---|---|---|---|
| 0 | Welcome Letter Welcome Video on website | School secretary Principal and person who updates the school website | <ul style="list-style-type: none"> • Link to resources, e.g. District letter that can be personalized by principal / school team • AW Flyers • AW Student Success Plan | <ul style="list-style-type: none"> • Add contacts from Student Success Plan to family contact information form. |
| 1-2 | Caring Communication <i>(text, postcard, call)</i> | Teacher | <ul style="list-style-type: none"> • Script for Call • Sample Text • Easy-to-Use Post Card | <ul style="list-style-type: none"> • Log in Student Screen on SIS • Track and monitor in case management system |
| 3-4 | Call Home | School Counselor or Social Worker | <ul style="list-style-type: none"> • Call Script • Documentation of Reasons https://www.attendanceworks.org/wp-content/uploads/2019/06/teacher-attendance-strategy-worksheet-rev-10-16-19.pdf | <ul style="list-style-type: none"> • Log in Student Screen on SIS • Note reasons for absence and any supports or interventions needed. • Track and monitor in case management system |
| 5 | Family Meeting | Principal or other School Administrator | <ul style="list-style-type: none"> • Standard agenda for family meeting • Student Success Plan • List of resources • Form for taking notes and follow up | <ul style="list-style-type: none"> • Use district form for family meeting • Attach |