What should happen at our school for each level of absence?

Number of Absences	Action(s)	People Responsible	Resources	Documentation *What was the reason for the absence, and what intervention or support was offered?*
0	• Consistent plan to use data to drive positive school support • Welcome Letter • Welcome Video on website • Use opportunities to lay the foundation to promote positive engagement and attendance awareness	• Attendance Clerk • Principal and person who updates the school website • School Teams (Designated Committee) • Data Analyst	• Link to resources, e.g. District letter that can be personalized by principal / school team • AW Flyers • School Flyer • Family & Community Engagement Support • Community Events such as Ice Cream Socials/Meet and Greets • Orientation and School Tours • Prepare What to do if/when you are absent guide • Provide a list of frequently called numbers • Provide parents with a sample schedule for bedtime and wake-up (establish a healthy routine) • Student Attendance Success Plan https://www.attendanceworks.org/resources/student-attendance-success-plans/	• Add contacts from Student Success Plan to family contact information form. • AW School Team Self-Assessment Survey for Schools https://www.attendanceworks.org/resources/self-assessment/ • Home visit guide • How to Use Data • Identify 3 Foundational Supports • Mapping Relationships https://mcc.gse.harvard.edu/resources-for-educators/relationship-mapping-strategy
1-2 per month (for any reason)	• Call Home	• Teacher	• Call Script • Checklist of interventions and supports from your district – draw from Attendance Playbook https://www.future-ed.org/attendance-playbook/ https://www.attendanceworks.org/resources/attendance-playbook/	• Log in Student Screen on SIS • Track and monitor in case management system
3-4 per month (for any reason)	• Call Home • Schedule an Intervention meeting • Create an attendance plan	• School Counselor or Social Worker	• Call Script • Documentation of Reasons https://www.attendanceworks.org/wp-content/uploads/2019/06/teacher-attendance-strategy-worksheet-rev-10-16-19.pdf	• Log in Student Screen on SIS • Note reasons for absence and any supports or interventions needed. • Track and monitor in case management system • Review school level chronic absenteeism reports

What should happen at our school for each level of absence? *(cont.)*

Number of Absences	Action(s)	People Responsible	Resources	Documentation *What was the reason for the absence, and what intervention or support was offered?*
5-10 (for any reason)	• Family Meeting	• Principal or other School Administrator • School Level Attendance Team	• Standard agenda for family meeting • Student Success Plan • List of resources • Form for taking notes and follow up	• Use district form for family meeting • Use information from Relationship Mapping & review of AW Student Success Plan • Prim Pre-Referral Intervention Manual (PRIM) (anyflip.com) • Compass of Shame https://images.app.goo.gl/SSxfL4b8euizMGRr8
11 or more (for any reason)	• Once the student is reenrolled, education services and attendance plan is developed • Family notification • Call Home • PowerSchool Notification	• School Attendance Team • Parent Liaison	• Continue to monitor and adjust the Attendance Intervention Plan	• Log in Student Screen on SIS • Note reasons for absence and any supports or interventions needed. • Continue to track and monitor in case management system

The Integration of Positive Conditions for Learning into Truancy Practice

Number of Absences	Action(s)	People Responsible	AW Recommended Supports that align with Positive Conditions for Learning Action(s)	AW Resources
3 consecutive unexcused or a total of 5 unexcused absences	• Intervention plan initiated • If no contact from the parent • Home Visit	• Attendance Clerk • Social Worker	• Include individuals (staff) who have knowledge/relationships with students and families to find the reasons behind an absences • Phone calls and home visits are opportunities to build a positive relationship (ask teacher to share one positive skill, trait, or characteristic)	• Refer to relationship mapping resource https://mcc.gse.harvard.edu/resources-for-educators/relationship-mapping-strategy • Refer to reasons for absences chart https://www.attendanceworks.org/wp-content/uploads/2019/06/teacher-attendance-strategy-worksheet-rev-10-16-19.pdf • Refer to common cause of absences worksheet https://www.attendanceworks.org/wp-content/uploads/2019/06/teacher-attendance-strategy-worksheet-rev-10-16-19.pdf • Center for Families - Restorative Practice https://www.iirp.edu/restorative-practices/defining-restorative/
5-8 unexcused absences	• Completing Attendance Intervention Plan	• Social Worker • Attendance Team	• Convene a team who has knowledge to address the barriers. Identifying the barriers is not an intervention. An intervention is designed to remove a barrier that prevents a student from attending school, change a behavior, or address the situation in school that led to aversion or disengagement.	• Use the 5 Whys (with your schools' intervention team) https://www.attendanceworks.org/wp-content/uploads/2019/06/Five-Whys-Worksheet.pdf
10 consecutive unexcused absences	• Drop – finance rule on the 11th day, no more education services • Once the student is reenrolled and attendance plan is developed or updated • Family notification • Call Home • PowerSchool Notification • Home Visit	• School Counselor or Social Worker • Attendance Clerk • Parent Liaison	• Continue to monitor and adjust the Attendance Intervention Plan	• Log in Student Screen on SIS • Note reasons for absence and any supports or interventions needed. • Continue to track and monitor in case management system