Attendance Works

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

Number of Absences	Action(s)	People Responsible	Resources	Documentation
0	Welcome Letter Welcome Video on website	School secretary Principal and person who updates the school website	• Link to resources, e.g. District letter that can be personalized by principal / school team • AW Flyers • AW Student Success Plan	
1-2	Call Home	Teacher	• Call Script	Log in Student Screen on SIS
3-4	Call Home	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
5	Family Meeting	Principal or other School Administrator	• Standard agenda for family meeting • Student Success Plan • List of resources • Form for taking notes and follow up	Use district form for family meeting Attach