

## Transition Planning Tool

**Step One:** Review the individual scores for each component of a key ingredient.

**Step Two:** Reach consensus on which components are in place, or need improvement or are urgent gaps. Notice where there are differences of opinion and take some time to understand why there may be difference of opinion. As part of this, keep in mind the attention to equity statement since that might shed light on differences of opinion.

**Step Three:** Take a step back and identify across all of the key ingredients the 2-3 most important immediate priorities to address and what are the 2-3 longer term priorities. Utilize this planning tool to distinguish priorities, timing, resources needed, and next steps.

**Step Four:** Use the final planning pages below to distinguish priorities, identify needed resources, timing, and next steps.



### Capacity Building

- Provide professional development to district and school-based staff as well as community partners so that they have the skills and knowledge they need to take a data driven, tiered approach to supporting student attendance, participation and engagement.

### Actionable Data

- Ensures access to quantitative and qualitative data that is accurate, accessible, timely, comprehensive and understandable so it informs the development of strategies and allocation of resources

### Positive Engagement

- Promotes a culture of belonging and engagement that helps everyone understand why daily attendance matters while helping families and students overcome barriers.

### Strategic Partnerships

- Strengthens and expands partnerships between the school and community that nurture relationships with students and families and engage them in identifying and addressing attendance barriers.

### Shared Accountability

- Ensures systems and infrastructure support stakeholders and hold them responsible for helping to reduce chronic absence.

# Summary of Results — Take Notes on Your Team's Conclusions

## Capacity Building

**Solidly in Place**

**Needs Improvement**

**Urgent Gap**

## Actionable Data

**Solidly in Place**

**Needs Improvement**

**Urgent Gap**

## Positive Engagement

**Solidly in Place**

**Needs Improvement**

**Urgent Gap**

## Strategic Partnerships

**Solidly in Place**

**Needs Improvement**

**Urgent Gap**

## Shared Accountability

**Solidly in Place**

**Needs Improvement**

**Urgent Gap**

# Establishing Short Term and Long Term Priorities

Capacity Building

Actionable Data

Positive Engagement

Strategic Partnerships

Shared Accountability

**Short Term Priority #1**

**Resources Needed**

**Next Steps by  
Who and When**

**Short Term Priority #2**

**Resources Needed**

**Next Steps by  
Who and When**

**Short Term Priority #3**

**Resources Needed**

**Next Steps by  
Who and When**

**Notes:**

# Establishing Short Term and Long Term Priorities

Capacity Building

Actionable Data

Positive Engagement

Strategic Partnerships

Shared Accountability

**Long Term Priority #1**

**Resources Needed**

**Next Steps by  
Who and When**

**Long Term Priority #2**

**Resources Needed**

**Next Steps by  
Who and When**

**Long Term Priority #3**

**Resources Needed**

**Next Steps by  
Who and When**

**Notes:**