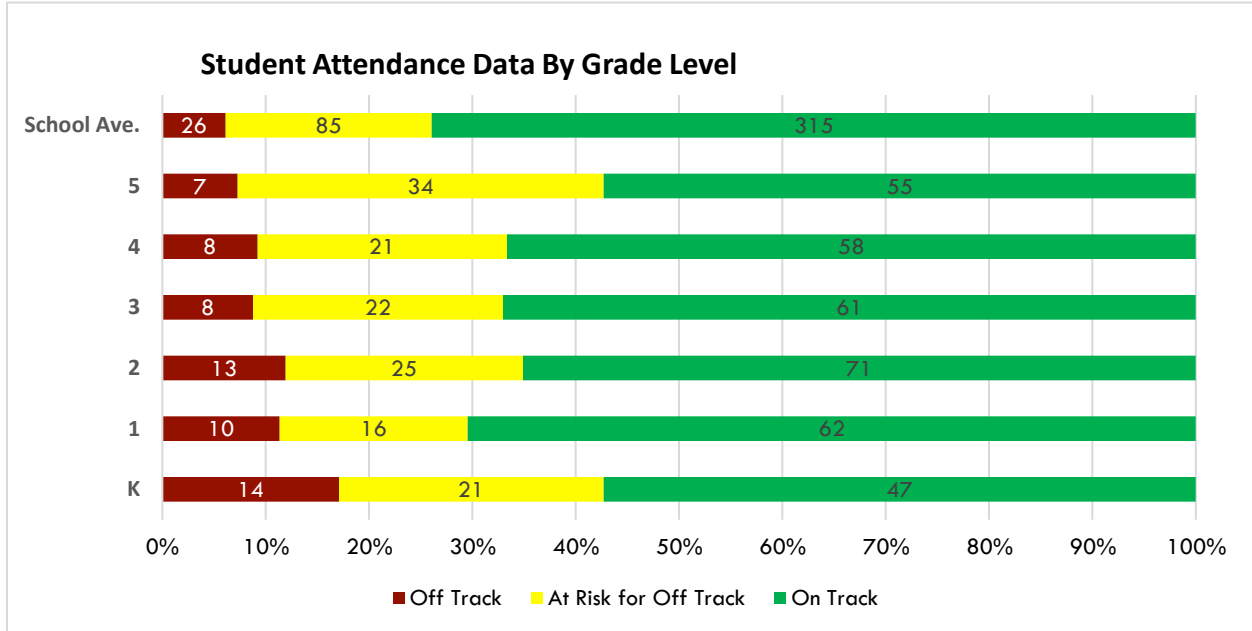


## Attendance Data Summary and Analysis



### Summary of Findings

- Chronic Absenteeism is defined as students who are absent 10 percent or more during the school year.
  - Students “At Risk for Off Track” are chronically absent with absenteeism rates between 10-19 percent of the school year.
  - Students “Off-Track” are chronically absent with absenteeism rates over 20 percent of the school year.
- During the 2017-2018 school year, 74 percent of students in grades K-5 were identified as “On Track” based on student attendance data.
- During the 2017-2018 school year, Kindergarten and 5th Grade had the highest rates of chronic absenteeism.
- During the 2017-2018 school year, 1st Grade had the lowest rate of chronic absenteeism.

### Precise Problem Statement

26 percent of students are not “On Track” based on student attendance data. 10 percent of students are absent 12 or more days per trimester and 24 percent of students are absent 6-11 days per trimester. This pattern is most common in kindergarten and 5<sup>th</sup> grade. We believe the problem is a result of a lack of understanding of the importance of being in school on a daily basis and a lack of positive adult connections at school. A strategy for improvement is increasing student and parent understanding of the importance of daily school attendance by communicating regularly with stakeholders and build lasting positive connections between teachers and students.

### 2018-2019 Attendance Goals

By June 2019, 80 percent of students in grades K-5 will attend school at least ninety percent of the time, making them On Track for graduation based on student attendance as an early warning sign.

## Communication of Absences to the School

### Procedure for Verification for Valid Excused Absences – **SCHOOL PLAN DEVELOPED WITH SCHOOL COMMUNITY COUNCIL INPUT**

**Valid Excused Absences** are an illness, which may be either mental or physical; a family death; an absence permitted by a school age minor's individualized education program (IEP) or Section 504 Plan; a family emergency; a family event; observance of religious holiday; medical appointment; pre-approved education/vacation leave.

- Students will be expected to obtain make-up work from their teacher and to complete make-up work and assignments within assigned timeframe.
  - A student's academic grade should not be penalized for absences or tardies.
- Teachers will be responsible for providing students with make-up work and identifying a reasonable deadline for completion.

#### **Parent/Guardian Notification of Absences**

1. Parent notification (e.g. call, email) of absence will be accepted for up to five (5) absences in a school year.
  - a. If a child is out due to illness and the parent decides to take them to the doctor after a select number of days, all of the absences will be changed to an E-DR (Excused Doctor) absence if the valid doctor's note states the absences were due to the illness.
  - b. The five (5) parent notifications for absences are refreshed once the valid doctor's note is provided.

#### **Illness or Medical Appointment**

1. Parent provides a note from a health care provider to the front office.
2. School front office staff records absence as E-DR (Excused Doctor) once valid doctor's note is provided.

#### **Family Death, Family Emergency, Religious Holiday**

1. Parent provides notification to the school that the student will be absent.
  - a. For students who have NOT missed 10 percent (18 days) or more of the school year, parent notification (e.g. call, email) will be accepted for documentation of absence.
  - b. For students who have missed 10 percent (18 days) or more of the school year, additional documentation in addition to parent notification will be required (e.g. obituary, wedding announcement)
2. School front office staff will record the absence using the appropriate school code (i.e. E-B, E-CT, E-R, E-FE).

#### **Related to IEP or Section 504 Plan**

1. IEP or 504 Team identifies and documents in student plan specific criteria for excused student absences (e.g. doctor's note identifies chronic medical illness, parent calls when student is absent due to chronic illness)
2. IEP or 504 case manager communicates this criteria to front office staff.
3. Parent provides notification to the school that the student is absent due to pre-identified individual student needs.
4. School front office staff will record the absence using the appropriate school code.

#### **Procedure for Education/Vacation Leave**

A student may be allowed up to ten (10) days for education/vacation leave in a given school year, if prior arrangements have been made with the school for the student to make up his/her homework.

1. Prior to education leave, parents complete an Education Leave/Vacation Form for approval.
2. Teachers will complete Work to Be Completed section and determine a reasonable due date.

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3. School administration will verify education leave. If education leave exceeds 10 days within one school year, school administration will communicate with their School Performance Director to determine if approval of additional days may be granted.
4. Students will complete work assigned by teacher and submit within the identified timeframe.

**Unexcused Absence:** If a parent fails to make prior arrangements with the principal for extended student absences and if the school cannot locate the parent or student to verify the reason for the student’s prolonged absence, the student’s absence is unexcused.

- Students with **unexcused absences** may be able to make-up work subject to approval by the principal.

### Standard Notification Schedule

# of Unexcused Days Absent	Notification
<b>0</b>	<b>Compulsory Education Information:</b> notice included in online registration and in other publications sent to community and patrons.
<b>3-5</b>	<b>Parent Phone Call or Email</b> – <b>Teacher</b> will call parent indicating student has missed 3-5 days of school and document date of communication in Skyward. <b>Teacher</b> will inquire if the student is doing okay, express concern, and ask what the school can do to support the student making up work and not falling behind.
<b>5-7</b>	<b>Notification of Attendance Issue Letter 1</b> - <b>Administrator</b> will call parent explaining that the student has missed six days of school and reminding the parent of the importance of regular school attendance. The parent will be encouraged to meet with administration to discuss attendance issues. The <b>Administrator</b> will document date of communication in Skyward. <b>Front Office Staff</b> will send Notification of Attendance Issue Letter 1 through regular mail and document date of communication in Skyward..
<b>9-11</b>	<b>Notice of Compulsory Education Violation Letter 2</b> - <b>Administrator</b> will identify a date, time, and location to meet with parents. <b>Front Office Staff</b> will send Notice of Compulsory Education Violation Letter 2 through regular mail and document the date sent in Skyward. <b>Front Office Staff</b> will send a copy of letter to <b>Suzanne Ren</b> via district mail. <b>Suzanne Ren</b> will send letter through certified mail. <b>Administrator</b> will document meeting summary and date in Skyward.  If parents do not show up for scheduled meeting, <b>Front Office Staff</b> will send Administrative Meeting No Show Letter to Suzanne Ren. Suzanne Ren will send letter through certified mail.
<b>12</b>	<b>Habitual Truancy Citation Letter 3</b> - <b>Front Office Staff</b> will send Habitual Truancy Citation Letter 3 through regular mail and document the date sent in Skyward. <b>Front Office Staff</b> will send a copy of letter to <b>Suzanne Ren</b> via district mail. <b>Suzanne Ren</b> will send letter through certified mail.

### Plan of Action

Preventative Activity	Evaluation: How will implementation progress be measured?	Person Responsible

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<p><b>Participate in Attendance Awareness:</b> Monthly: Send information home to families. Make daily news announcements. Skylerts, website, Facebook, and other social media outlets.</p>	<p>We will know of parent and student awareness as our attendance rates increase.</p>	<p>Administration and Office Staff</p>
<p><b>Publicize the importance of attendance:</b> During parent nights including Back to School, Skylerts, classroom doors, website, newsletters, Facebook, and other social media outlets.</p>	<p>We will know of parent and student awareness as our attendance rates increase.</p>	<p>Administration, Office Staff, and Teachers</p>
<p><b>Make attendance data public:</b> Skylerts, classroom doors, website, newsletters, Facebook, and other social media outlets.</p>	<p>We will know of parent and student awareness as our attendance rates increase.</p>	<p>Administration, Office Staff, and Teachers</p>
<p><b>Utilize attendance incentives:</b> Daily attendance is marked on classroom doors and the class with the highest attendance at the end of the week will have announcements done in their classroom. The class may also spin the prize wheel full of prizes and incentives.</p>	<p>Students become more excited about attending school as they earn their class prizes and announcements in their room. Parties will also be held throughout.</p>	<p>Administration, Teachers and Behavior Interventionist</p>
<p><b>Teach the importance of attendance</b> Incorporate into Morning Meeting, principal reminds students of importance during morning announcements.</p>	<p>We will know of parent and student awareness as our attendance rates increase.</p>	<p>Teachers</p>
<p><b>Relational Strategies:</b> Morning Meeting, 2x10 strategy (spending 2 minutes talking about everything but school with an individual student for ten days straight), 4:1, teachers greeting each student by name and a "Glad you're here!"</p>	<p>We will know of parent and student awareness as our attendance rates increase.</p>	<p>Administration, Teachers, and staff</p>

### Attendance Support Plan - Evaluation of Student Progress

- The BLT will assess school and grade level data once a month to determine the total percent of students on track to meet school goals.
- The SST will review individual student data weekly and determine a plan of action for students who became "at-risk for off track" during that month.
- The SST will review individual student progress data for students previously identified as "at-risk for off track" to determine a plan to continue intervention, increase intervention, or fade intervention supports.

### Community and Legal Intervention

In accordance with state law, a school administrator, school resource officer, or truancy specialist may issue a notice of compulsory education violation to a parent of a school-age child if the school-age child is absent without a valid excuse at least five times during the school year.

#### A notice of compulsory education violation shall:

- direct the parent of the school-age child to meet with school authorities to
- discuss school attendance problems;
- designate the school authorities with whom the parent is required to meet;

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- state that it is a class B misdemeanor for the parent of the school-age child to intentionally or recklessly fail to meet with designated school authorities to discuss attendance problems or fail to prevent the school-age child from being absent without a valid excuse five or more times during the remainder of the school year;
- be served on the school-age parent by personal service or certified mail; and not be issued unless the school age child has been truant at least five times during the school year.