

ATTENDANCE TEAM GUIDELINES

A good attendance team not only works to address average daily attendance, but also creates a plan to address chronic absenteeism. **Chronic absenteeism** is defined by missing 10% or more of school days. Absences add up, so it is important to track attendance regularly. Missing just two days a month makes a student chronically absent because it adds up to 20 days in a school year.

Principals and school leaders know from experience what research confirms: showing up for school matters. Students who have consistent attendance are more likely to read on grade level and graduate from high school. Attendance teams are a good starting point.

What does the attendance team do?	Who should be on the attendance team?
<ul style="list-style-type: none"> ● Monitor attendance & chronic absence using data ● Pair chronically absent students with Success Mentors ● Create positive messaging about attendance for students & families ● Design strengths-based interventions to improve attendance ● Hold celebrations or competitions between classes and/or grades 	<ul style="list-style-type: none"> ● Principal / Assistant Principal ● Success Mentors ● Attendance teacher ● Guidance counselors ● Parent coordinator ● Social workers ● School nurse or health provider ● CPP Liaison & other community partners

Getting Started

If your school monitors attendance, but doesn't have a formal attendance team creating one is a great place to start. School leaders can begin this process by inviting other educators and staff to be a part of the school's attendance team, and asking some of these staff to become "Success Mentors" for students who are chronically absent.

Success Mentors

Success Mentors are caring adults who check-in with chronically absent students and their caregivers regularly (i.e. daily) about attendance. They should give positive feedback when students are present and reach out to help or express concern when students are absent. This intervention has been proven to work in some of the most challenging environments. Improving attendance requires a whole-school effort and teamwork is key!

How do I create a team of Success Mentors?

1. Determine who your chronically absent students are
2. Select your mentors & match them with 2-5 chronically absent students
3. When possible, include Success Mentors in weekly attendance team meetings to address the progress of chronically absent students

Best Practices for Attendance Team Meetings

1. Host **weekly** meetings with the entire team at a set time and place, so that attendance data is reviewed and interventions are monitored regularly. Schools are busy places, but it is important to ensure regular meetings.
2. Use a **standardized agenda** (see attached) so team members know what to expect and how to prepare.
3. Use ATS data system to create reports and send them to team members in advance, so they have time to review and understand them before the meeting. Reports can include:
 - a. **RYIS report** - % of students in each attendance interval (based on the percentage of days missed)
 - b. **RISA report** for Success Mentors' students - % of days absent for an individual student
4. Monitor and share outcome data with staff, students, parents, and community partners. This is important so that parents and students know how to stay on track with attendance and educators can help with attendance monitoring and parent engagement.
5. Focus on strengths-based approaches (e.g. celebrations for students with improved attendance).



Follow these links for more information on...

How to get started:

<https://www2.ed.gov/about/inits/ed/chronicabsenteeism/toolkit.pdf>

NYC guidelines:

http://www.everystudentpresent.org/pdfs/NYC_Principal's_Guide.pdf

Creating a team of Success Mentors:

<http://www.nyc.gov/html/truancy/downloads/pdf/creating-an-internal-success-mentor-corps.pdf>

WEEKLY ATTENDANCE TEAM MEETING AGENDA

Week of / /

1. Aggregate Data Review

- Review number and percent of students in each “attendance interval” **(RYSIS)**

Attendance Interval	Number of students	Percent of students	Attendance Interval	Number of students	Percent of students
100%			51-60%		
91-99%			41-50%		
81-90%			31-40%		
71-80%			21-30%		
61-70%			0-20%		

2. School-Wide Attendance Interventions and Activities

- Plan or review school-wide activities such as posters, contests, parent meetings, letters, announcements, special events, etc.

3. Individual Student/Family Interventions

- Review Individual Student Attendance Report for each student on caseload **(RISA)**
- Team members report on successes & challenges.
- Team members discuss other interventions that can address challenges

4. Other

5. Meeting Summary:

Action Item	Person Responsible