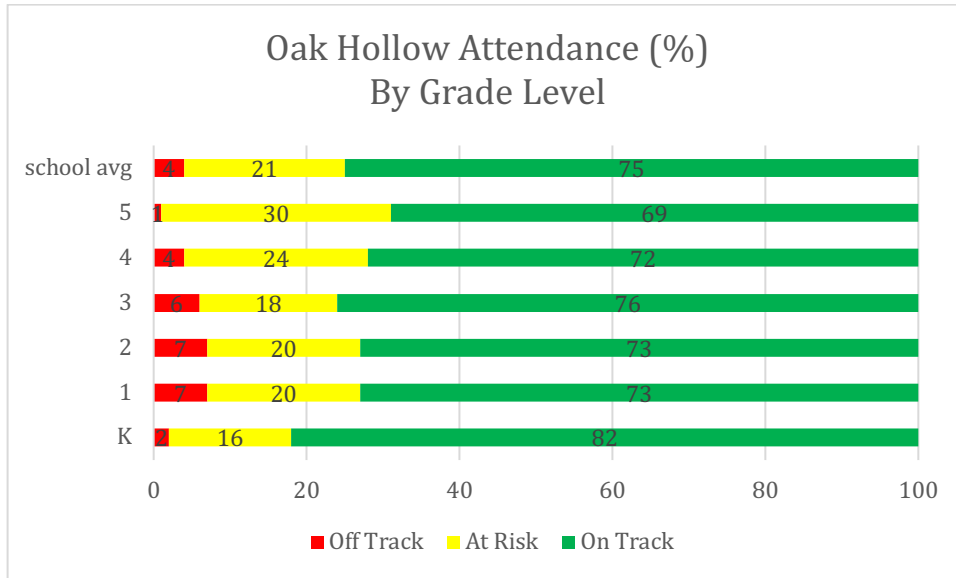


## Attendance Data Summary



## 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 2018-2019 school year, **75** percent of students in grades K-5 were identified as “On Track” based on student attendance data.
- During the 2018-2019 school year, **Grades 4 and 5** have the highest rates of chronic absenteeism.
- During the 2017-2018 school year, **kindergarten** has the lowest rate of chronic absenteeism.

Currently, **25% of students are not “On Track”** based on student attendance data. 4% of students are absent 12 or more days per trimester and 21% of students are absent 6-11 days per trimester. This pattern is most common in **grades four and five**. We believe that as parents and schools work together, we can improve student attendance which will in turn enhance students’ sense of belonging and academic success.

## 2019-2020 Attendance Goals

By June 2019, **80%** 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:

**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.

### 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.

### 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 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 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.

### 3. 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.
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 – Please call the office to avoid this

# of Unexcused Days Absent	Notification- The following refers to unexcused absences. Please call the front office to report every absence.
0	<b>Compulsory Education Information:</b> notice included in online registration and in other publications sent to community and patrons.
3-5	<b>Parent Phone Call or Email</b> – Teacher will contact parent indicating student has missed 3-5 days of school and document date of communication in Skyward. Teacher 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.
5-7	<b>Notification of Attendance Issue Letter 1</b> - Front Office will document date of communication in Skyward. Front Office Staff will send Notification of Attendance Issue Letter 1 through regular mail and document date of communication in Skyward.
9-11	<b>Notice of Compulsory Education Violation Letter 2</b> - Principal will identify a date, time, and location to meet with parents. Front Office Staff will send Notice of Compulsory Education Violation Letter 2 through regular mail and document the date sent in Skyward. Front Office Staff will send a copy of letter to <b>Suzanne Ren</b> via district mail. Administrator will document meeting summary and date in Skyward.

	If parents do not show up for scheduled meeting, Front Office Staff 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> - Front Office Staff will send Habitual Truancy Citation Letter 3 through regular mail and document the date sent in Skyward. Front Office Staff 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
<b>Publicize the importance of attendance:</b> School website, newsletters, back to school night, banners, etc.	Post our attendance and research on school website	Principal
<b>Make attendance data public:</b> Daily attendance announcements, publicly posted attendance goals, weekly attendance on website, Friday text blasts with weekly attendance average, each class's daily attendance posted outside the classroom	Post monthly attendance	Principal
<b>Utilize attendance incentives:</b> Each class earns a point every day that attendance goal is met, create friendly competitions between grade levels, highlight and reinforce improved attendance	Perfect attendance parties at lunch (once a month)	Principal and lunchroom aide
<b>Teach the importance of attendance</b> Incorporate into Morning Meeting, principal reminds students of importance during morning announcements, etc.	Share monthly attendance data with PTA, SCC and parent memo	Principal

**Evaluation:**

- Number of parent notifications sent
- Attendance data shared with PTA/SCC will evident in the notes.
- Number of students attending perfect attendance party each month
- Percent of students On-Track will increase each trimester.

**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 **monthly** 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;
- 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.

**CSD Attendance Plan Assurances**

- SCC approves plan
- School plan is accessible on school website
- Teachers accurately record student attendance daily for students.
- School staff follow guidelines for absence reporting and coding, as established by the Department of Planning and Enrollment.
- Principal has submitted school attendance plan to their respective School Performance director for review and approval