

Elementary School Attendance Plan Checklist

<u>Definitions</u>	<u>Required Communication in English and Spanish</u>
Tardy: Not in classroom by 7:45 am.	_____ Attendance Notification Letter
Absent: Arrive at school after 11 a.m. or leave before 11 a.m.	_____ Campus Messenger Phone Call/Email
	_____ School-based Staff Contact w/ Family re Absences
	_____ Five Day Attendance Letter

Steps

1. **Train staff in school attendance plan**
2. **Use proactive approach to engage students and families: Develop incentive and recognition programs**
3. **Publicize School Expectations and Policies (English/Spanish); Options are 3a or 3b.**
 - 3a. **Print in School Agenda Book-** Print Attendance Notification letter and a tear-out signature page in Agenda Book. Parents/Guardians and students who are 10 yrs. and older by 9-1 of each school year need to sign and return the signature page. Teachers should save the signature pages in a folder for the current school year.
 - 3b. **Attendance Notification letter sent to the home.** Ask parents/guardians to sign the tear off section at the bottom of the letter and return it to school. Students who are 10 years old by 9/1 also sign the forms. The teacher saves the acknowledgement forms in a folder (If schools do not receive a response from a parent, the law requires that an Attendance Notification letter should be sent by certified mail return receipt requested to the home.)
4. **Use Campus Messenger telephone calls/emails** to notify parents in English/Spanish about absences and to request excuse notes
5. **Classroom teachers will**
 - a. Enter attendance codes on Campus on daily basis (marking present, absent, or tardy)
 - b. Make Campus corrections according to school timelines
 - c. **Make/document at least one family contact, in a caring manner, when students accumulate three (3) absences**
 - d. Maintain a folder with attendance notes, documentation of contacts, and other correspondence
 - e. Refer to School Attendance Coordinator using the **School Attendance Referral** form when a student accumulates four (4) absences
6. **Secretary/Registrar** makes Campus attendance corrections according to district timelines
7. **School Attendance Coordinator will**
 - a. Generate periodic Campus reports on absences, tardies, and early check-outs
 - b. Monitor students with problematic attendance, tardiness, and early check-outs
 - c. Make/document contacts with families of students with four (4) cumulative absences and/or, depending on severity, with students with excessive tardies and early check-outs
 - d. **Send the Five Day Attendance Letter** (English/Spanish) to a family when a student accumulates five (5) absences. Parent signs tear off section at the bottom and returns it to school. School Attendance Coordinator keeps a folder with attendance documentation.
 - e. Georgia law says schools should send the Five Day Attendance Letter by certified mail with return receipt requested if there has been no contact of any kind with a parent regarding student absences
 - f. Direct school secretary/registrar to make Campus code corrections as needed
 - g. Use school resources based on the Pyramid of Interventions to assist barriers to school attendance
 - h. Refer students to school social worker (SSW) when unexplained, unexcused, or problematic absences exceed five (5)
 - i. Evaluate implementation of overall school attendance plan
8. **As absences accumulate, classroom teachers will utilize the Pyramid of Interventions to promote academic success by**
 - a. Providing appropriate make up work for the student to complete at school or at home
 - b. Determining, with school administration, if placement in PSP is appropriate
 - c. Providing appropriate instruction based on assessment of the student's performance using input from grade level, content area, and/or Response to Intervention teams as needed
9. **SSW will** receive referrals when a student's unexplained, unexcused, or problematic absences exceed five (5) and will
 - a. Contact family and assess barriers to attendance
 - b. Develop, implement, and monitor intervention plan
 - c. Refer to SST, IEP Committee, social agencies, Attendance Panel, Juvenile Court, or DFCS as needed
10. **Prior to withdrawing students** with more than ten (10) consecutive days of absences, School Attendance Coordinator will make a referral to the SSW who will assess reason for absences and give feedback to school