

## Middle School Attendance Plan Checklist

<u>Definitions</u>	<u>Required Communication in English and Spanish</u>
<b>Tardy:</b> Not in classroom when tardy bell rings	<input type="checkbox"/> Attendance Notification Letter
<b>Full Day Absence:</b> Four or more classes missed during school day	<input type="checkbox"/> Campus Messenger Phone Call/Email
<b>Absence by Period:</b> Student misses more than 15 minutes of class	<input type="checkbox"/> School-based Staff Contact w/ Family re Absences
	<input type="checkbox"/> Five Day Attendance Letter

### Steps

1. Train staff in school attendance plan
2. Use proactive approach to engage students and families; encourage student attachment to school; promote parent and student responsibility for school attendance; provide incentive and recognition programs
3. Send “Important Information on School Attendance” letter (English/Spanish) home at start of school year and with each student enrolled during the school year. 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 **September 1** also sign the forms. The homeroom teacher saves the returned signatures in a folder. If schools do not receive a response from a parent after two (2) attempts, the law requires that the “Important Information on School Attendance” letter be sent through first-class mail.
4. Use Campus Messenger telephone calls/emails/ **Parent Link** to notify parents in English/Spanish about absences and request excuse notes
5. Classroom teachers will:
  - a. Enter attendance codes in Campus on daily basis (marking present, absent, or tardy)
  - b. Make Campus corrections according to school timelines
  - c. Make/document at least one caring family contact in-person or by phone, mail, text, email when students accumulate three (3) absences
  - d. Maintain a folder with attendance notes, documentation of contacts, and other correspondence and/or send attendance notes, documentation of contact, and other correspondence to school secretary/registrar.
  - e. Refer to School Attendance Coordinator when a student accumulates four (4) absences
  - f. Implement interventions as appropriate to address academic concerns
  - g. Have intentional conversations with parents regarding attendance at parent teacher conferences as appropriate throughout the school year
6. Secretary/Registrar makes Campus attendance corrections according to district timelines; maintains folders with attendance documentation

7. Each School Principal shall designate a School Attendance Coordinator who will ensure:
  - a. Periodic Campus reports on absences, tardies, and early check-outs are generated
  - b. Students with problematic attendance, tardiness, and early check-outs are monitored
  - c. Contact is made with families of students with four (4) cumulative absences and/or, depending on severity, with students with excessive tardies and early check-outs
  - d. The Five Day Attendance Letter (English/Spanish) is sent by mail 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. School secretary/registrar makes Campus code corrections as needed
  - f. School resources based on the Response to Intervention to assist barriers to school attendance are used
  - g. Upon review of interventions students are referred to school social worker (SSW) when unexplained, unexcused, or problematic absences exceed five (5)
  - h. Implementation of overall school attendance plan is evaluated
  - i. A school-based team consisting of a building administrator(s), school counselor, school nurse, school social worker, and other staff as appropriate to address student needs including attendance will convene. This team will meet at a minimum of once a month.
  - j. School-based attendance meetings with parents referred by the team described above in (i) to develop an attendance intervention plan are conducted
  
8. 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 through home visits and/or school-based attendance panel meetings
  - c. Refer to SST, RTI, IEP Committee, social agencies, Attendance Panel, Juvenile Court, or DFCS as needed
  - d. Prior to any action to commence judicial proceedings to impose a penalty on a parent, guardian, or other person who has control or charge of the school aged child for failing to comply with the compulsory attendance policy, the SSW shall send a Notice of Judicial Proceedings letter to such parent, guardian, or other person by certified mail, return receipt requested.
  
9. Prior to withdrawing students with more than ten (10) consecutive days of absences, School Attendance Coordinator will review interventions and then make a referral to the SSW who will assess the reason for absences and give feedback to school