

Attendance Plan

Chronic Absenteeism is defined as students who are absent 10 percent or more during the school year.

Precise Problem Statement

___ percent of students are not "On Track" based on student attendance data. 9 percent of students are absent 12 or more days per trimester and ___ percent of students are absent 6-11 days per trimester. This pattern is most common in ___ grade. We believe the problem is a result of _____. A strategy for improvement is for students to _____.

2025-2026 Attendance Goals

By May 2026, ___ percent of students in grades ____ will attend school at least ___ 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

SCHOOL DEVELOPS PLAN WITH SCHOOL COMMUNITY INPUT

Parents and students are jointly responsible for regular attendance at school. All absences are considered unexcused until the parent communicates with the school regarding the student's absence, and the absence is resolved by the school staff. Parents must excuse each day of their student's absence.

Scheduled Pre-Approved Leave includes: an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional; mental or behavior health of the school-age child; a family death; an approved school activity; an absence permitted by a school age minor's individualized education program (IEP) or Section 504 Plan; or any other valid excuse approved by the local school board.

- Students with valid excused absences will be expected to make up missing work and assignments, however it is their responsibility to obtain make-up work from their teachers. Students with unexcused absences may be able to make-up work subject to approval by the principal.
 - 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.

Procedure for Education/Vacation Leave

Scheduled Pre-approved Education Leave is considered a valid excused absence. A student may be allowed up to ten (10) days for education leave in a given school year, if prior arrangements have been made with the school for the student to make up his/her homework. An education leave form shall be provided to the school administration in advance of the education leave. Additional days for education leave are subject to approval by the School Performance Director.

Unexcused Absence: Any absence without a valid excuse. 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
3-5	Parent Contact – Teacher will notify 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 completing work while absent and not falling behind.
5-7	Inquiry Letter 1 - Office Staff will contact parent explaining that the student has missed at least 5 days of school and reminding the parent of the importance of regular school attendance. Office Staff will document date of communication in Skyward. Office Staff will send Letter 1 through regular mail and document date of communication in Skyward. Student is considered for interventions.
9-11	Inquiry Letter 2 - Second inquiry letter auto-generated, encouraging conference with school administrator. Administrator will identify a date, time, and location to meet with parents. Office Staff will send Inquiry Letter 2 through regular mail and document the date sent in Skyward. If parents do attend the scheduled meeting, Admin will call and office staff will document in Skyward. SST referral is made and school-based Wellness staff completes Functional Behavior Assessment of Absenteeism and Truancy (FBAAT) *Parent consent required* Place student in intervention or review intervention already in place. Collect and review intervention and attendance data (4 week period).
12	Letter 3 Sent Certified Mail- Schedule district conference w/SWSD administrator, Chanci Loran, school administrator, family and student at the school. Office Staff will send Letter 3 certified mail and document the date sent in Skyward. Student completes Reasons for Chronic Absenteeism (RCA) with school SEL Staff *Parental consent required* Collect and review intervention and attendance data (3 week period).

Plan of Action

Preventative Activity	Evaluation: How will implementation progress be measured?	Person Responsible
Participate in Attendance Awareness:		
Publicize the importance of attendance:		
Make attendance data public:		
Utilize attendance incentives:		
Relational Strategies:		

Attendance Support Plan - Evaluation of Student Progress (Example)

- 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.

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