

Establishing a Successful Campus Attendance Committee

<p>Purpose of Committee</p>	<p>To create effective attendance monitoring systems, staff students at Tier II, examine campus attendance and leaver data, and develop strategies to address attendance needs</p>
<p>Essential Committee Members</p>	<p>Administrator, Counselor, Dropout Prevention Specialist (if applicable), Attendance Specialist, Parent Support Specialist (if applicable), Registrar, CIS Representative (if applicable)</p>
<p>Critical Elements for Success</p>	<ul style="list-style-type: none"> ➤ Regular Meeting Time –Establish schedule at the beginning of the year with a consistent day and time each week ➤ Clear Focus for Each Meeting – Set agenda prior to meeting and designate a specific amount of time for each agenda item ➤ Ongoing Data Analysis – Data should be collected and reviewed regularly and should include: <ul style="list-style-type: none"> • Attendance rates by grade, six weeks, semester • Students with excessive absences • Tardy data by grade and period • Leaver data • Graduation rates • Dropout rates ➤ Clearly Defined Roles and Responsibilities – Each team member has a specific role and function; essential roles may include facilitator, time keeper, recorder, data analyst, etc. ➤ Written Documentation of Action Plans – Include specific tasks and responsibilities for each member; hold committee members accountable for tasks and let data drive accountability ➤ Active Administrative Support – Committee needs support from administration to drive campus wide systems, goals, and functions
<p>Suggested Agenda Items</p>	<p>Review Data</p> <ul style="list-style-type: none"> • Campus wide attendance rates • 10+ excessive absences • Leaver rosters <p>Individual Student Staffing</p> <ul style="list-style-type: none"> • Review Tier II students • Review targeted students on Student Level Report (SLR) • Develop and document intervention plans in eCST <p>Student Watch List</p> <ul style="list-style-type: none"> • Identify students to be monitored between meetings • Assign team members tasks/strategies related to specific students • Review student progress at each meeting <p>School Wide Attendance Systems</p> <ul style="list-style-type: none"> • Develop and implement attendance competitions and incentives • Monitor and review campus tardy policy • Monitor and review campus attendance policies



Attendance Committees Support All Three Tiers

Tier 3

- Hold intensive staffing of individual students
- Review data holistically (academics, attendance, and discipline)
- Develop action plan and document in eCST
- Make referrals to Child Study Team
- Make referrals to outside agencies
- Review student progress at each meeting

Tier 2

- Identify students with attendance issues
- Create and document intervention plans for groups and individual students
- Identify staff member responsible for implementing and monitoring plan
- Review eCST service tracking and intervention data
- Review student progress at each meeting
- Connect students to campus support programs

Tier 1

- Establish a school wide attendance policy
- Monitor and review campus attendance and tardy policies
- Identify campus attendance goals
- Plan school-wide attendance incentives and competitions
- Ensure attendance-related information is communicated to students, staff, and parents

