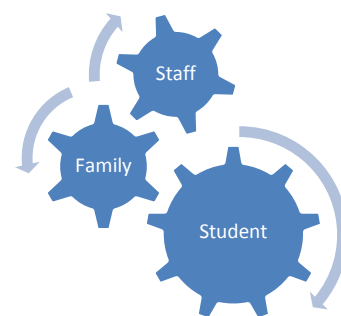


## Key Roles for Campus Attendance Monitoring



### Register New Students

- Official job title: \_\_\_\_\_ (registrar)
  - Backup: \_\_\_\_\_
- Supervisor: \_\_\_\_\_
- Main related duties
  - Enroll new students
    - Review historical attendance, discipline and grades
      - Refer students with 4+ absences to DPS/Admin for counseling PRIOR to enrollment

### Monitor Attendance

- Official job title: \_\_\_\_\_ (PEIMS Specialist)
  - Backup: \_\_\_\_\_
- Supervisor: \_\_\_\_\_
- Main related duties
  - Enter daily attendance (for each period for secondary)
  - Make attendance corrections daily (for each period for secondary)
  - Enter codes for absence notes
  - Make attendance changes based on Satellite Attendance Sign-in Sheets (more information can be found at [www.childstudysystem.com](http://www.childstudysystem.com) )

### Withdraw Students

- Official job title: \_\_\_\_\_ (PEIMS Specialist)
  - Backup: \_\_\_\_\_
- Supervisor: \_\_\_\_\_
- Main related duties
  - Review historical attendance, discipline and grades
    - Refer students with concerning histories to DPS/Admin PRIOR to withdrawal
    - Collect at least three *updated* phone numbers and a *updated local* family contact (especially if going out of state)
    - As withdrawn students enroll at a new campus notify DPS (email/print TRES/share records request, etc.) to streamline dropout recovery efforts
      - Makes copies of all record requests for out of district and especially out of state to give to DPS

### Enter Withdrawal Codes

- \_\_\_\_\_ (PEIMS Specialist)
- Backup: \_\_\_\_\_
- Main related duties
  - Pulls Leaver Roster to look for students who haven't enrolled at another campus yet
  - Monitors PID Enrollment Tracking (PET) system for enrollment verification
  - Meets with DPS to inform of possible dropouts
  - Completes AISD Accountability Office required leaver code documentation (pink/blue sheets) forms in coordination with DPS
  - Participate in accountability audit/annual PEIMS training
  - Refers students with concerning histories to DPS/Admin PRIOR to withdrawal

### Administrator

- \_\_\_\_\_ (Assistant Principals)
- Backup: \_\_\_\_\_
- Main related duties
  - Decide when to administratively WD students

- Notify student/family in writing
- Meet with student/family and DPS
  - Create academic plan/contract with student AND family (see suggestions below)

#### ALC Facilitator

- \_\_\_\_\_ (Administrator)
- Backup: \_\_\_\_\_
- Main related duties
  - Monitor ALC student's attendance and intervene if excessive absences occur
  - Transition student back onto campus to avoid absences

#### Student Recovery

- \_\_\_\_\_ (Campus/District funded DPS or Campus Designee)
- Backup: \_\_\_\_\_
- Main related duties
  - Phone calls to families, schools, family contacts, employers, etc.
  - Home visit
  - Referral to alternative campuses that result in a high school diploma (in/out of district)
  - Monitor PET for student enrollment across the state
  - Review eCST profile/Make appropriate referrals to CST/SSS/Family Resource Center/CIS
  - Work with PEIMS Specialist/designee to keep leaver roster/withdrawal codes updated
  - Work with administrators to reenroll students with a different academic plan

#### Counselor

- Main related duties
  - Monitor student attendance
  - Change schedules based on student needs
  - Complete career inventory
  - Meet with families to problem solve

#### Child Study Team (CST) Meetings

- \_\_\_\_\_ (AP, Teacher, Sped Teacher, DPS, Counselor, Nurse, Parent Support Specialist, Child Study System Facilitator, Campus Social Worker, Social Service Specialist)
- Refer students to committee for problem solving
  - Review Academics
    - On grade level/Credit Review
    - Assessments/Evaluations
    - Sped IEPs/BIPs/FAB
    - Career Inventory Results
  - Attendance
    - Tardy
    - Skipping/Excessive Absences/Illness
    - Court filings
  - Academic/Attendance Interventions
    - Create an Academic Plan
      - Schedule change to include DELTA (1+ periods)
      - Double block core courses where student struggles
      - Tutoring before or after school/Saturday school/Twilight
      - Refer to academic alternative campuses (Premier, AYC, charter, Garza, etc.)
  - Refer to outside community resources

#### Training

- Should be aligned with daily campus responsibilities