

# We're in this Together: Attendance Systems and Support

## Summer Series for Campus Leaders

**RENAME** yourself with First Name and School or District (Ex: Monica-School)

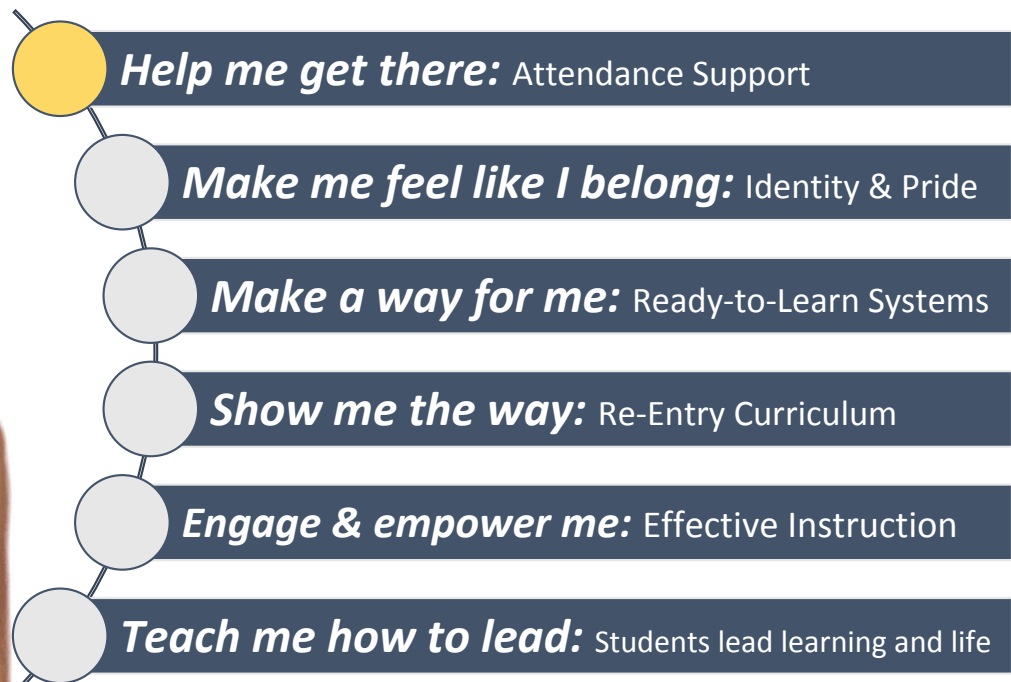
- Hover over your video
- Click "..."
- Click "Rename"
- Type First Name-School or District and hit enter

July 30, 2020



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## How to build and support a positive student culture:



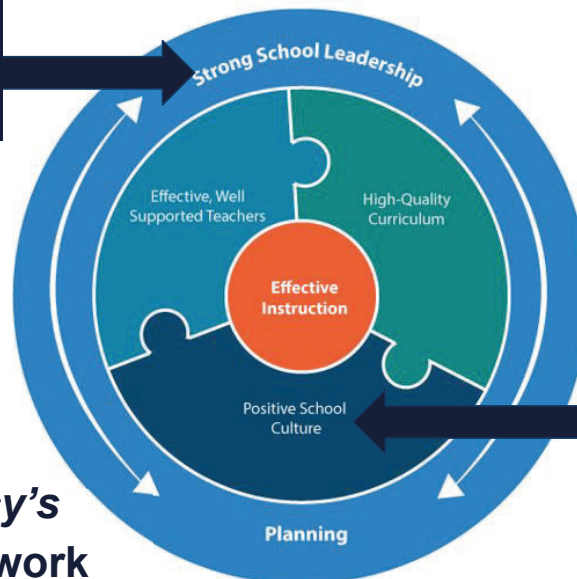
# Agenda

- **The WHY of “We’re in this Together”**
- **HOW to Support Attendance Systems on your campus**
- **Collaboration Time**

- Keep Audio Muted
- We recommend taking notes (on paper or digital)
- The PDF of these slides is in the chat NOW.

## *WHY are attendance systems so important?*

**Lever 2: Strong School Leadership**

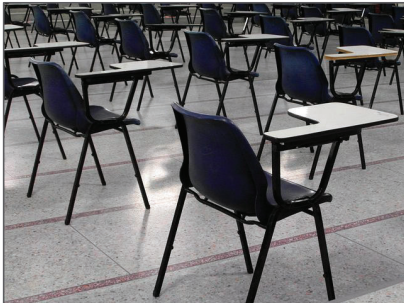


**Lever 3: Positive School Culture**

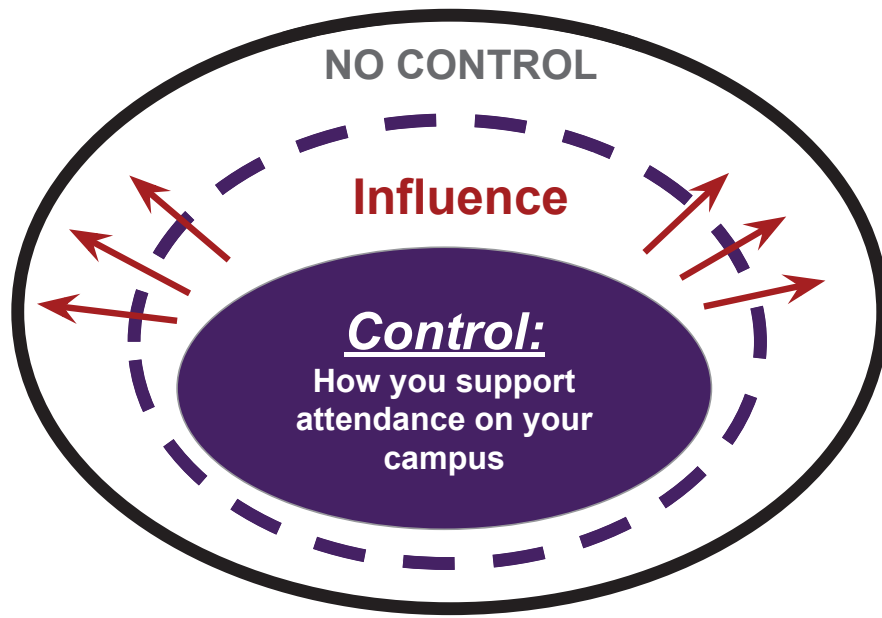
**Texas Education Agency's Effective Schools Framework**

# Impact of Chronic Absenteeism

- ❑ Missing 10% (about 2 days per month) impacts academic performance and promotion
- ❑ Poor attendance in the first month can predict poor attendance for the rest of the year
- ❑ By 6th grade, chronic absence is a leading indicator of high school completion
- ❑ Poor attendance for young students is correlated with reading difficulties in later years



***How will you serve  
your students if  
they are not there?***



## The HOW of Attendance Systems and Support:

- Upgrade your Attendance Team for 2020-2021!
- Ensure systems to collect data
- Provide options that support students

# Upgrade your Attendance Team for 2020-2021

 Who is on it?

 What do they do?

## Attendance Team: Who is on it?

 <b>2020-2021 Committees/Teams</b> 			
<b>Smiley Middle School</b>		Whatever it takes for EVERY Student!	
<b>Attendance Leadership Team</b>			
<small>Reviews data and develops differentiated support for every staff and student.</small>			
Juan Hernandez	6 <sup>th</sup> Grade Teacher Representative	Veronica Ramon	Counselor
Tyrone Freeman	7 <sup>th</sup> Grade Teacher Representative	Amanda Walton	Social Worker
Beatriz Rodriguez	8 <sup>th</sup> Grade Teacher Representative	Julissa Martinez	Attendance Clerk
Marvin Percy	Electives Teacher Representative	Lisa Davies	Asst. Principal
Rebecca Benavides	Family Representative	Michael Booker	Principal
Christine White	District Representative	Alma Rodriguez	Nurse

- Led by Principal
- Diverse perspective
- Access to different sources of information and support
- Student-centered mindset

# Upgrade your Attendance Team for 2020-2021

Who is on it?

What do they do?

## Attendance Team: What do they do?

Attendance Communication Plan						
Static Communications						
Content	What	When	How	To	Owner	Composer
Student Attendance Handbook	<ul style="list-style-type: none"> <li>Expectations</li> <li>Support Systems</li> <li>Flow Chart</li> </ul>	<ul style="list-style-type: none"> <li>1 week before start of school year</li> </ul>	<ul style="list-style-type: none"> <li>Emailed, posted to social media and posted on website, post and email when changes are made</li> </ul>	All families and community	Assistant Principal	Attendance Leadership Team creates and updates throughout the year as needed
Recurring Communications						
Content	What	When	How	To	Owner	Composer
Healthy Attendance Guidelines	<ul style="list-style-type: none"> <li>When to stay home</li> <li>How to prevent absences and illness</li> </ul>	<ul style="list-style-type: none"> <li>1 week before start of school year</li> <li>Every other week for remainder of school year</li> </ul>	<ul style="list-style-type: none"> <li>Emailed, posted to social media and posted on website, post and email when changes are made</li> <li>Posted on front doors of school</li> </ul>	All students, families, and community	Assistant Principal	Attendance Leadership Team creates and updates throughout the year as needed
Tier 1 Check-ins	<ul style="list-style-type: none"> <li>Wellness Checks (physical and mental health)</li> <li>Academic Goal Check</li> </ul>	<ul style="list-style-type: none"> <li>Every week 25% of Homeroom</li> <li>Classroom is contacted (end of month 100% of students contacted)</li> </ul>	<ul style="list-style-type: none"> <li>In-person conferences, Calls or Google Hangout</li> </ul>	All Students (25% of roster each week)	Homeroom Teachers (monitored by Attendance Leadership Team)	Attendance Leadership Team creates Tier 1 Check-in talking points
Targeted Communications						
Content	What	When	How	To	Owner	Composer
Tier 2 and 3 outreach	<ul style="list-style-type: none"> <li>Wellness Checks (physical and mental health)</li> <li>Support Plan to ensure attendance</li> </ul>	<ul style="list-style-type: none"> <li>As soon as concern is noted</li> <li>When a student is not present for 2 days (Tier 2) and 1 day (Tier 3)</li> </ul>	<ul style="list-style-type: none"> <li>Calls, Texts, Home Visits</li> </ul>	Tier 2 and 3 students and families	Attendance Clerk and Assistant Principal	Attendance Leadership Team creates Tier 2 and 3 guidance

- **COMMUNICATE!**
  - Ongoing
  - Aligned and Clear
  - For all stakeholders

# Attendance Team: What do they do?

**Edgeville Eagles**  
**Healthy Attendance Guidelines**

Eagles, as a community of learners who maintain a safe environment, please use the guidelines below to pay attending to your health and avoid spreading illness to others. In addition, use the tips listed below to avoid absences when possible.

**Please stay home for 24 hours if you:**



- Have a fever of 100+
- Vomit more than once or have diarrhea
- Have flu or COVID-like symptoms: fever, cough, difficulty breathing, sore throat, chills, or aches and pains
- Have been diagnosed by a doctor with a contagious disease (chicken pox, strep throat, etc.)
- Please consult our nurse if you are not sure 555-123-1234

**Please stay home if you:**

- Have been exposed to known COVID source in the last 14 days (will switch to Remote Learning)

**Tips for Avoiding Absences:**

- Get a flu shot
- Schedule dental and well-check visits outside of regular school hours



## Document Guidance

- Attendance Guidelines
- Attendance Handbook
- Procedures for staff
- Procedures for families

# Attendance Team: What do they do?



## Review Data

- Official Attendance Data
  - By student
  - By groups
  - By schedule/time/date
- Assignment Participation/Completion
- Scheduled check-in summaries
- Optional activity participation



# Attendance Team: What do they do?



## *Student Support*

- Create Tiered Support Menu
- Manage referrals and Individualized Student Support Plans

## The HOW of Attendance Systems and Support:

- Upgrade your Attendance Team for 2020-2021!
- Ensure systems to collect data
- Provide options that support students



# Ensure systems to collect data

## Remote-Synchronous

- Live interaction at designated time each day
- Attendance similar to traditional in-person day

## In-Person

- Physically present at designated time each day

## Remote-Asynchronous

- Students must complete a daily engagement measure
- Attendance requires daily monitoring of student progress
  - Learning Management System engagement
  - Live check-in
  - Assignment completion/turn-in
  - Must happen on the day “present”

# Ensure systems to collect data: Remote Synchronous Example

<b>WHO</b>		<b>HOW</b>	<b>WHEN</b>
<b>Daily Attendance Reporting</b>	Attendance Team	Calendar alert for designated time and automated text (Remind app)	9:15 A.M.
	Teacher	Submit Attendance via district system for all present (in-person and remote)	9:20 A.M.
	Attendance Clerk	Review submitted attendance report and give personal reminder if needed	10:00 A.M.
	Attendance Clerk	Process change requests from previous day	8:00 A.M.
<b>Weekly Monitoring</b>	Attendance Clerk	Run weekly reports of official attendance	Monday by 12:00 P.M.
	Administrators	Review weekly official attendance report, determine action steps, plan communication	Admin meeting every Monday at 3:00 P.M.

## Ensure systems to collect data: Remote Asynchronous Example

<b>WHO</b>		<b>HOW</b>	<b>WHEN</b>
<b>Daily Attendance Reporting</b>	Attendance Team	Calendar alert for designated time and automated text (Remind app)	2:55 P.M.
	Teacher*	Submit Attendance via district system	3:00 P.M.
	Attendance Clerk	Review submitted attendance and give personal reminder if needed	3:20 P.M.
	Teacher*	Review LMS/Submission log for after hours completion and submit a change request	9:00 A.M.
	Attendance Clerk	Process change requests from previous day	10:00 A.M.
<b>Weekly Monitoring</b>	Attendance Clerk	Run weekly reports of official attendance	Monday by 12:00 P.M.
	Administrators	Review weekly official attendance report, determine action steps, plan communication	Admin meeting every Monday at 3:00 P.M.

\*Teacher schedule includes 10 minutes AM and PM dedicated attendance work time

## Ensure systems to collect data: Campus Level Data Example

<b>WHO</b>		<b>HOW</b>	<b>WHEN</b>
<b>Campus Level Data</b>	Teacher	Submit Attendance via district system for all other periods/classes	At designated time
	Teacher	Record participation in Listening Lunch in gradebook (non-graded item)	Daily during lunch
	Teacher	Enter missing assignments into team google form	Monday by 4:00 P.M.
	Activity/Club Sponsor	Upload virtual and paper sign-in sheets to shared folder	Wednesday by 4:00 P.M.
	Staff	Check-in Log updated	Monday by 9:00 A.M.
<b>Monitoring</b>	Attendance Clerk	Run bi-weekly reports of campus level attendance	Tuesday by 12:00 P.M.
	Attendance Team	Review campus level reports, determine action steps, plan communication	Meeting every other Tuesday at 4:00 P.M.
	Team Leads	Run weekly missing assignment report and highlight concerns	Weekly team meetings
	Team Leads	Gather concerns from Listening Lunches and Check-ins from teachers to share with attendance team	Weekly team meetings

## The HOW of Attendance Systems and Support:

- Upgrade your Attendance Team for 2020-2021!
- Ensure systems to collect data
- Provide options that support students

## Provide options that support students

 Regular Check-ins

 Tiered Support Menu and Plans

# Regular Check-ins



## *Make it a SYSTEM!*

- Each student gets a personal check-in at regular intervals by a consistent adult
- **Track** participation and concerns

# Regular Check-ins: Example Tracking System

Colleyville MS Student Check-in Log
1. Complete at least one check-in experience for each student every two weeks.
2. Record the check-in summary by the following Monday at 9am.
3. Respect confidentiality.
4. Use question stems below.
<b>Check-In Mode Options</b>
Must be a ONE-ON-ONE conversation (not conducted in a group of students).
In person conversation during non-instructional time
Phone conversation
Text or Chat conversation
Video conference
<b>Check-In Question Stems</b>
You do not have to use all questions each time. Choose questions that are appropriate within your conversation.
<i>How are you doing?</i>
<i>Last time, you mentioned... How is that going?</i>
<i>What are some good things that have happened since we last talked?</i>
<i>What are you excited about in the next few days?</i>
<i>How are you doing with your classes?</i>
<i>What is your favorite thing about school right now?</i>
<i>What has been hard for you lately at home or at school?</i>
<i>What can I or someone at school do to help?</i>

Havard Check-in Log--6th Grade Blue Team			
	Aug 24-Sept 4		
Student	Date	Mode	Summary
Stephanie Laney			
Rodrigo Valdez			
Steve Jones			
Sandra Cliff			
Natalie Heron			
Chastity Pershon			
Keller Harrison			
Deshon Waller			
Cynthia Perez			

Staff Directions ▾ Check In Rosters ▾ **Havard** ▾ Clement ▾ Maynard ▾ Davis

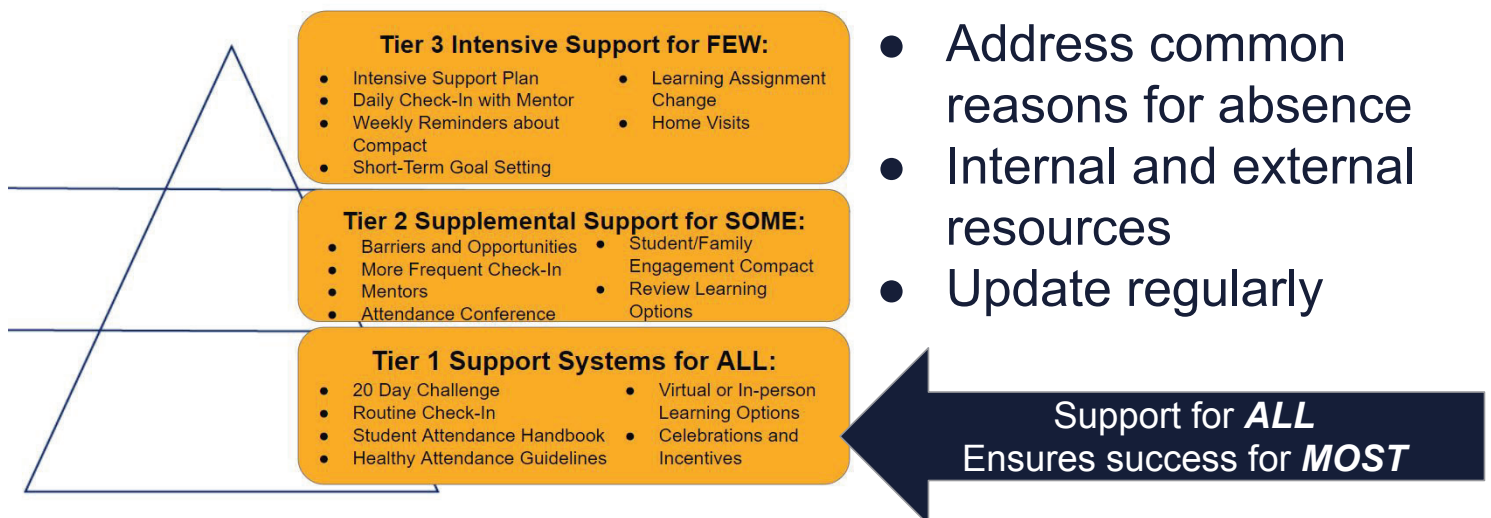


# Provide options that support students

## ☐ Regular Check-ins

# ➔ Tiered Support Menu and Plans

## Tiered Support Menu



# Tiered Support Plan: Example #1

**Student #1: Single-Parent and cannot consistently be at home due to work**

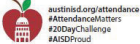
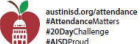
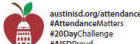
<b>T1</b>	All Tier 1 Supports Implemented	<ul style="list-style-type: none"><li>• Routine Check-In with Homeroom Teacher</li><li>• Virtual Learning option selected</li><li>• Student Attendance Handbook Reviewed</li></ul>
<b>T2</b>	Compact Signed and Barriers Identified	<ul style="list-style-type: none"><li>• Barriers revealed no adult to monitor daily virtual engagement at home</li><li>• Compact Signed by Student and Parent at Attendance Conference</li></ul>
<b>T3</b>	Plan Developed and Learning Option Changed	<ul style="list-style-type: none"><li>• Support plan developed</li><li>• Weekly reminders about Plan and Compact</li><li>• Switched to In-Person Learning option</li></ul>

# Tiered Support Plan: Example #2

**Student #2: Student has anxiety about school procedures and structure due to COVID-19**

<b>T1</b>	All Tier 1 Supports Implemented	<ul style="list-style-type: none"><li>• Routine Check-In with Homeroom Teacher</li><li>• In-Person Learning option selected</li><li>• Handbook and Guidelines sent home via email and mail</li></ul>
<b>T2</b>	Attendance Conference and Mentor Assigned	<ul style="list-style-type: none"><li>• Attendance Conference with Student and Parent: Compact signed and barriers identified</li><li>• Mentor Assigned</li></ul>
<b>T3</b>	Plan Developed and Learning Option Changed	<ul style="list-style-type: none"><li>• Support plan developed</li><li>• Daily check-in with Mentor</li><li>• Switched to Virtual Learning option</li></ul>

# Example 20 Day Challenge--Austin ISD

20-Day Attendance Challenge Checklist ★ Phase 1—Planning & Prep ★	20-Day Attendance Challenge Checklist ★ Phase 2—Kickoff ★	20-Day Attendance Challenge Checklist ★ Phase 5—Celebration & Follow-up ★
Schedule planning meeting with administrators. Person responsible _____ <input type="checkbox"/>	Send home a flier, email or SchoolMessenger the week prior to kickoff. Person responsible _____ <input type="checkbox"/>	Check and compare attendance data. Person responsible _____ <input type="checkbox"/>
Encourage all staff to participate. Person responsible _____ <input type="checkbox"/>	Recruit volunteers and staff for kick-off event. Person responsible _____ <input type="checkbox"/>	Thank all participants. Person responsible _____ <input type="checkbox"/>
Assign roles and responsibilities. Person responsible _____ <input type="checkbox"/>	Cheer on students as they enter school. Person responsible _____ <input type="checkbox"/>	Thank students' families for their support and encouragement. Person responsible _____ <input type="checkbox"/>
Designate a timeline for each role. Person responsible _____ <input type="checkbox"/>	Announce beginning of challenge. Person responsible _____ <input type="checkbox"/>	CELEBRATE! Person responsible _____ <input type="checkbox"/>
Brainstorm incentive ideas. Person responsible _____ <input type="checkbox"/>	Hold informal assembly or announcement. Person responsible _____ <input type="checkbox"/>	<i>Bonus: Continue to plan and promote good attendance by turning the challenge planning team into an attendance committee that works on multilevel attendance activities.</i>
Talk to students about their wants. Person responsible _____ <input type="checkbox"/>	Encourage students to attend every day. Person responsible _____ <input type="checkbox"/>	
Spread awareness throughout school. Person responsible _____ <input type="checkbox"/>	Closely monitor attendance data and announce daily over P.A. Person responsible _____ <input type="checkbox"/>	
Choose final celebration date. Person responsible _____ <input type="checkbox"/>		
Register your campus's participation on the Google form in BLEND. Person responsible _____ <input type="checkbox"/>		
 <small>austinisd.org/attendance #AttendanceMatters #20DayChallenge #AISDProud</small>	 <small>austinisd.org/attendance #AttendanceMatters #20DayChallenge #AISDProud</small>	 <small>austinisd.org/attendance #AttendanceMatters #20DayChallenge #AISDProud</small>

## The HOW of Attendance Systems and Support:

- ➔ Upgrade your Attendance Team for 2020-2021!
- ➔ Ensure systems to collect data
- ➔ Provide options to support students

***We are all in this together!***



The graphic features a winding road with a dashed line and arrows pointing forward. Along the road are five circular icons: a compass, a hand holding a house, two hands shaking, puzzle pieces, and a scale of justice. Text boxes are placed above and below the road, describing each stage of the journey.

**Leading Forward**  
Leading the Transformation

**A Safe Place**  
A Healthy, Secure Environment

**We're in this Together**  
Support Student & Staff Attendance

**A Place to Belong**  
Reignite School Culture

**Close the Gap**  
Equitable, High-quality instruction for all

**ROAD TO RECOVERY– Priority Playbook**

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## Upcoming Opportunities

- **Road to Recovery Webinar Part 3**
  - September 17 @ 2:00pm
  - [Registration](#) Info will be in follow-up
- **More Summer Series--Thursdays @ 1:00pm**
  - August 6--Student Leadership in Learning and Beyond
  - [Past Summer Series](#)

***Share registration info with others!***



# We're in this Together: Attendance Systems and Support

**For questions or more information:**

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