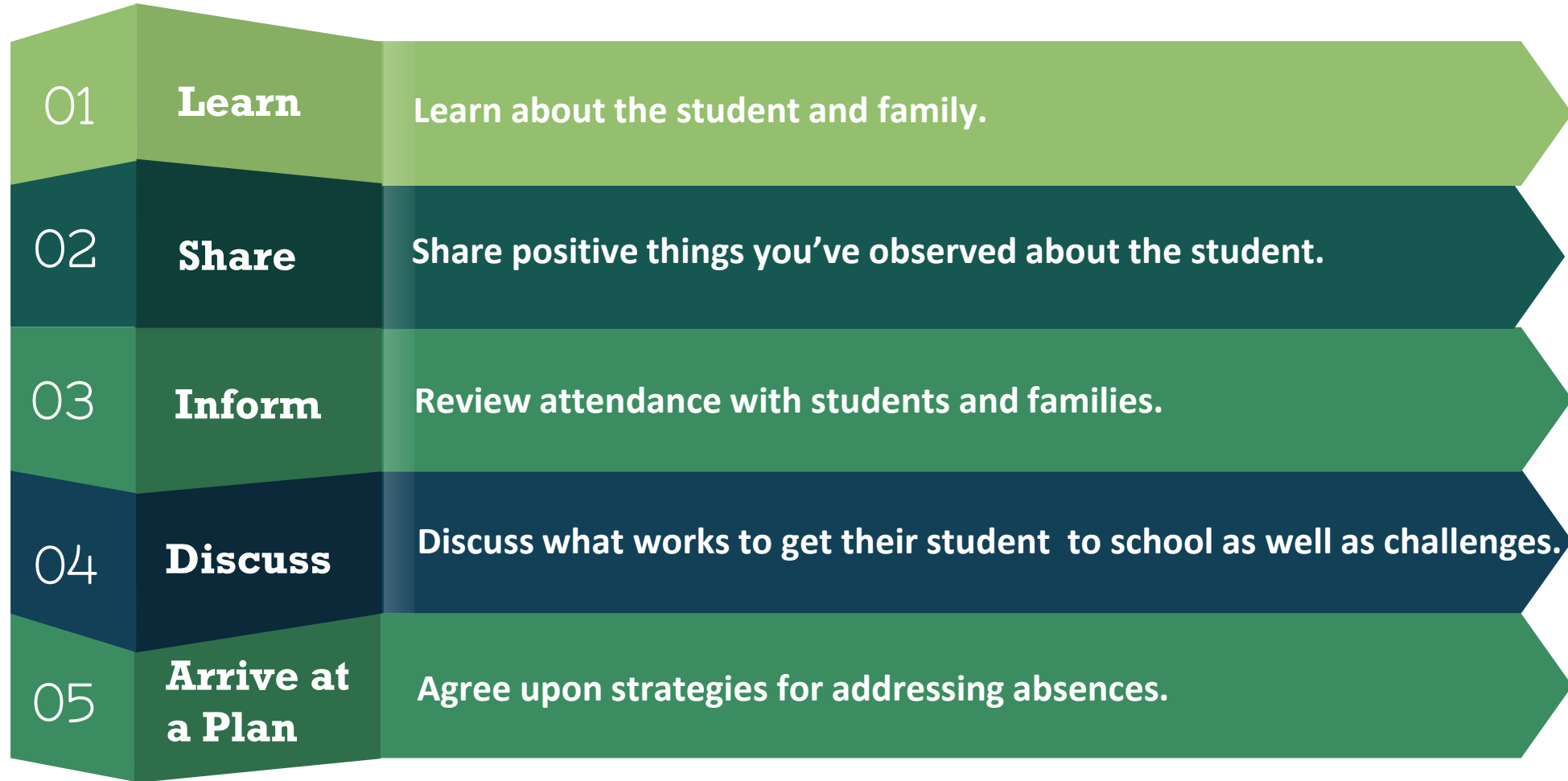


# The “Caring Conversations for Attendance” Process



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## Steps 1 & 2: Learn and Share

- What excellent questions can you ask to learn about a student's family?
- What are some positive observations about a student you might share with the student or family?

01

**Learn**

Learn about the student's family. What are their hopes and dreams for their student? What does the student enjoy about school this year? What has been interesting or challenging about learning?

02

**Share**

Share positive things you've observed about the student. Share your own vision for student learning & development.

# Step 3: Inform

03

## Inform

Review attendance with parents. Tailor conversation to student's level of absenteeism & inform them of possible impacts of missing school. How might poor attendance affect their hopes and dreams for their student?

1. Show absences marked on a school calendar
2. Identify patterns
3. Share what key concepts a student missed relating back to the hopes and dreams that the student or parents shared

2023-2024 ACADEMIC CALENDAR

September 2023							October 2023							November 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2													
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

December 2023							January 2024							February 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6								
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
31																				

March 2024							April 2024							May 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6								
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

June 2024							July 2024							August 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6								
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				

<https://www.attendanceworks.org/resources/student-attendance-success-plans/>

# Step 4: Discuss


04

## Discuss

**Discuss what works to get their student to school as well as challenges.**  
Explore options for making up for lost learning time in the classroom.

1. Learn about student motivations
2. Discuss reasons for absenteeism
3. Explore what would help reduce absences and increase engagement
4. Identify opportunities to make up for lost learning in the classroom
5. Use help bank to identify support systems

**MY FAMILY'S HELP BANK**



**MY FAMILY**

**EVERYDAY HELPERS**

**OCCASIONAL HELPERS**

**POTENTIAL HELPERS**

1. **My Family:** List who lives in your house.
2. **Everyday Helpers:** Identify who you can call on to help drop your child off or who can pick him or her up when you cannot. These are people like friends, neighbors and relatives who can help regularly.
3. **Occasional Helpers:** Identify people who probably cannot help everyday, but can help in a pinch. Maybe it's a godparent, a relative or a friend who lives outside your neighborhood but can be there for short stints.
4. **Potential Helpers:** Identify people who are part of your school community, church or neighborhood who are able to help — if you ask.

1. My Family: \_\_\_\_\_

2. Everyday Helpers: \_\_\_\_\_

3. Occasional Helpers: \_\_\_\_\_


4. Potential Helpers: \_\_\_\_\_

If I need help getting my child to and from school, I will ask the following people to be our back-up:

Name: \_\_\_\_\_ Best Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_ Best Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_ Best Contact Number: \_\_\_\_\_

 Attendance Works

To learn more, please visit [www.attendanceworks.org](http://www.attendanceworks.org)  
Adapted from materials created by Early Works at Earl Boyles Elementary School

<https://www.attendanceworks.org/resources/student-attendance-success-plans/>

# Step 5: Arrive at a Plan

05

## Arrive at a Plan

Assess strategies for addressing absences. Help students and families develop an attendance and learning plan. Offer referrals to services as needed and ask if there are other ways you can help.

1. Work with the family to identify specific steps that will help to prevent absenteeism in the future
2. Develop and complete a plan for attendance and learning
3. Ensure that the plan includes any support that the school will offer as well
4. Provide a copy of the plan to the student/parent
5. Agree on a timeline to check in and see how things are progressing

**MY CHILD'S ATTENDANCE SUCCESS PLAN**

POSSIBLE STRATEGIES TO REACH MY CHILD'S ATTENDANCE GOALS AND HELP MY CHILD GAIN THE SKILLS TO DO WELL IN SCHOOL AND TO READ BY 3<sup>RD</sup> GRADE.

- Keep an attendance chart at home to track absences. Consider using the attached calendar.
- At the end of the week, I will recognize my child for attending preschool every day with \_\_\_\_\_ (i.e., a visit to the park, a new book, a special treat, a hug, etc.)
- Make sure my child is in bed by \_\_\_\_\_ p.m. and the alarm clock is set for \_\_\_\_\_ a.m.
- Find a relative, friend or neighbor who can take my child to or from preschool if I can't. I can list who can help on the Help Bank (attached).
- Set up medical and dental appointments for weekdays after preschool.
- If my child has a slight stomachache, headache or allergies, and is not sick with a contagious illness including Covid-19, I will send my child to school. I will call the school or a health provider for advice if my child complains regularly.

To improve \_\_\_\_\_'s attendance, I commit to the following:

1. \_\_\_\_\_
2. \_\_\_\_\_

To improve \_\_\_\_\_'s attendance, the program commits to:

1. \_\_\_\_\_
2. \_\_\_\_\_

*We will review progress to meet this goal in one month.*

Family Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attendance Works** To learn more, please visit [www.attendanceworks.org](http://www.attendanceworks.org)  
Adapted from materials created by Early Works at Earl Boyles Elementary School in Portland, Oregon (<http://www.childnet.org/our-services/early-works/>)

<https://www.attendanceworks.org/resources/student-attendance-success-plans/>

# Caring Conversations Professional Development Resources

	Key Points	Questions and Messages
<b>1. Learn</b>	<ul style="list-style-type: none"> <li>• Gather information</li> <li>• Ask open-ended, supportive questions</li> </ul>	<i>What is your vision for <u>student's</u> future? (ask parent and student)</i>
<b>2. Share</b>	<ul style="list-style-type: none"> <li>• Positive observations about student so far</li> <li>• What you want students to accomplish this year</li> <li>• One goal is helping students acquire good habit of attendance</li> </ul>	<i>_____ is such a good listener. We love having her (you) in our class.</i>
<b>3. Inform</b>	<ul style="list-style-type: none"> <li>• Progress you've seen (start positive)</li> <li>• Areas where child is struggling</li> <li>• Review report card &amp; update parents on child's attendance</li> <li>• Deliver appropriate attendance messages</li> </ul>	<p><i>_____ is excelling at math! and is making progress with reading. Reading remains the area that needs work.</i></p> <p><i>_____ has been late five times and has missed two days during this first month of school. Absences impede reading and overall learning progress.</i></p>
<b>4. Discuss</b>	<ul style="list-style-type: none"> <li>• Challenges, attendance barriers</li> <li>• Learning at home activities</li> <li>• How to stay connected</li> </ul>	<p><i>What makes it hard for _____ to get to school?</i></p> <p><i>What helps ____ catch up on learning given their absences?</i></p>
<b>5. Ask &amp; Arrive at a Plan</b>	<ul style="list-style-type: none"> <li>• Are there any questions?</li> <li>• Is there anything you can do to support a partnership between home and school?</li> <li>• Make referrals to community resources</li> </ul>	<p><i>What questions do you have?</i></p> <p><i>How can I help you?</i></p> <p><i>Would it help you to work with...?</i></p>

<https://www.attendanceworks.org/wp-content/uploads/2019/06/Caring-Conversation-Worksheet-2-16-22.docx>