

Consulting and Technical Assistance Services





About Attendance Works

Attendance Works advances student success in school and beyond for all students by reducing chronic absence. Operating at the local, state, and national level, Attendance Works:

- ✓ Advances better **policy**
- ✓ Nurtures proven and promising **practice**
- ✓ Promotes meaningful and effective **communication**
- ✓ Catalyzes needed **research**

Since our launch in 2010, we have become the nation's “go-to” resource for improving student attendance. To learn more, visit our website: www.attendanceworks.org

Professional E-learning Series

What is the E-learning Series?

The professional development e-learning series is a three-part training for educators and their teams to learn proven, evidence-based tiered strategies to engage students and promote attendance. Participants will have the opportunity to interact with peers across the country as well as the Attendance Works team in breakout rooms. Classes meet every 2 weeks and each builds on the prior class.

The series cost is \$300 per person. All sessions are eligible for Title I and Title 2A funds. When possible, we encourage states and districts to partner with community foundations or other local funders to cover the cost.

- **Class 1:** Whole School Engagement Strategies for Reducing Student Absence
- **Class 2:** Early Intervention Strategies: Using Teams to Monitor & Identify Students in Need of Support
- **Class 3:** Partnering to Make a Difference

Learn more and register for the next national session here:

<https://www.attendanceworks.org/technical-assistance/e-learning-series-for-educators/>



States and districts interested in a customized series for local participants can contact Attendance Works for an estimate. Contact the registrar at help@attendanceworks.org for more information.



Community of Practice (CoP)

What is a Community of Practice?

A community of practice (CoP) is designed to accelerate the learning of school teams about what works to improve attendance and reduce chronic absence.

Reducing chronic absence requires **strong, functional school teams** led by an administrator and a community of practice that nurtures intentional work over time.

The Attendance Works community of practice:

- Is facilitated by Attendance Works staff or subject matter experts
- Accelerates progress by building the capacity of district leaders to support schools and school teams
- Explores evidence-based best practices
- Provides peer support and coaching
- Ideally takes place over multiple years
- Builds the capacity of district staff to assume greater responsibility for implementation

Cost depends on the number of sessions, trainers and coaching support.



To learn more, contact: Cecelia Leong, Vice President of Programs
cecelia@attendanceworks.org

Professional Leadership Attendance Network (PLAN)

What is PLAN?

The Professional Leadership Attendance Network (PLAN) is designed for district administrators and offers an opportunity to learn from experts and organize a clear plan of action in a collaborative learning environment.

Over one year, a select group of district administrators will have the opportunity to learn from each other, as well as experts, and develop a plan for action. Attendance Works will offer feedback on your district plan.

PLAN includes:

- **Expert-Led Sessions:** Dive into six dynamic two-hour sessions over a year, guided by leading attendance specialists.
- **Collaborative Learning:** Connect and share insights with a cohort of fellow district leaders, building a powerful network.
- **Actionable Plans:** Develop a clear, strategic plan to tackle attendance challenges in your district.
- **Practical Tools:** Gain access to effective resources and strategies that you can implement immediately.
- **Personalized Coaching:** Receive tailored support and guidance to enhance your leadership and attendance systems.
- **Systemic Improvement:** Be empowered to create lasting, positive changes in attendance across your district.



PLAN launches in October 2025

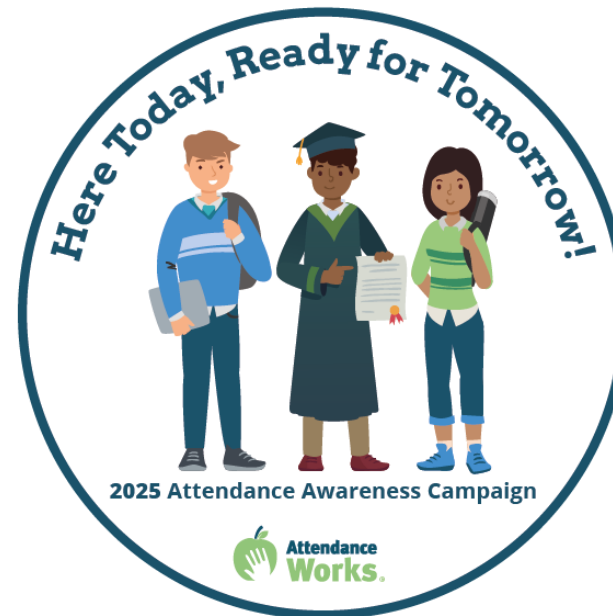
To learn more, contact Lorri Hobson (Lorri@attendanceworks.org) and Zach Freeman (Zach@attendanceworks.org)

Free resources from Attendance Works
(a small sample!)



Attendance Awareness Campaign 2025

Here Today, Ready for Tomorrow!



Attendance Awareness Campaign 2025

Free Webinar Series

Here Today, Ready for Tomorrow!

Note: Each session is accompanied by a discussion guide that can be used for webinar parties.

Webinar 1 Teams Make all the Difference for Supporting Attendance

April 2, 12pm-1:30pm PT / 3pm-4:30 pm ET

Webinar 2 Health, Well-being and Safety is Essential to Showing Up

May 14, 12pm-1:30pm PT / 3pm-4:30 pm ET

Webinar 3 Student Connectedness Fosters Attendance and Engagement

August 6, 12pm-1:30pm PT / 3pm-4:30 pm ET

Webinar 4 Family Engagement is the Foundation for Attendance & Learning

September 24, 12pm-1:30pm PT / 3pm-4:30 pm ET

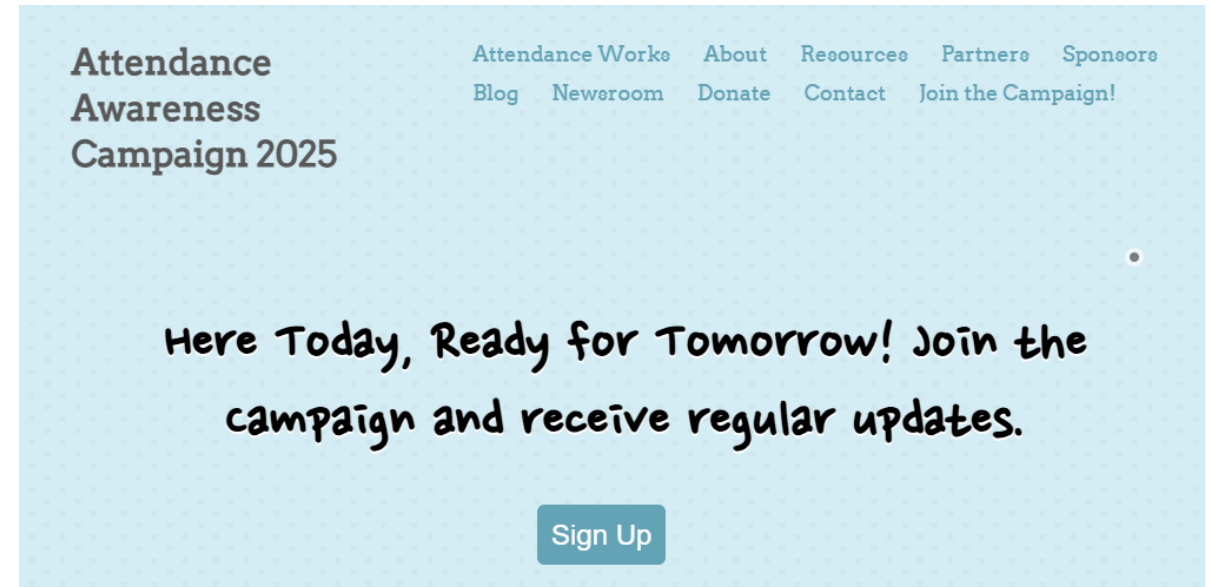
<https://www.attendanceworks.org/resources/webinars/>



Key Resource: Attendance Awareness Website

- ✓ Download our free social media materials and share with local districts
- ✓ Proclaim September Attendance Awareness Month building off our sample proclamation
- ✓ Join our listserv: 44,000+ members

PROMOTE THE CAMPAIGN



Sign up for updates:
www.awareness.attendanceworks.org





Handouts for Families

Handouts for Families

- ✓ Preschool, Elementary & Secondary Grades
- ✓ Available in English, Spanish, Chinese, Vietnamese, Tagalog and Creole

<https://www.attendanceworks.org/resources/handouts-for-families/>



Help Your Child Succeed in School: Build the Habit of Good Attendance Early

DID YOU KNOW?




- Starting in preschool and kindergarten, too many absences can cause children to fall behind in school.
- Missing 10%, or about 2 days each month over the course of a school year, can make it harder to learn to read.
- Students can still fall behind if they miss just one or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences and tardiness can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Eventually good attendance will be a skill that will help them succeed in high school and college.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your children to their teachers and classmates before school starts.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.
- Keep in mind that complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home. If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- If your child must stay home due to illness, ask the teacher for resources and ideas to continue learning at home.

When Do Absences Become a Problem?

	CHRONIC ABSENCE 18 or more days
	WARNING SIGNS 10 to 17 days
	SATISFACTORY 9 or fewer absences

Note: These numbers assume a 180-day school year.

Visit Attendance Works at www.attendanceworks.org for free downloadable resources and tools!

Student Attendance Success Plan

MY FAMILY'S HELP BANK



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 every day, 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: _____

- ✓ Set attendance goals
- ✓ Make backup plans
- ✓ Track absences
- ✓ Recognize success!

MY CHILD'S ATTENDANCE SUCCESS PLAN

POSSIBLE STRATEGIES TO REACH MY CHILD'S ATTENDANCE GOALS

- I will talk to my child about how going to school every day will help them do well in school and achieve their hopes and dreams.
- I will keep an attendance chart at home. At the end of the week, I will recognize my child for attending school every day with _____.
- (i.e. a visit to the park, a new book, a hand-drawn drawing, a special treat)
- I will make sure my child is in bed by _____ a.m. and the alarm clock is set for _____ a.m.
- If my child complains of a headache or has a fever, and medical concerns have been ruled out, I will make him/her go to school anyway and tell _____ so that he/she can check in with my child during the day.

2017-2018 ACADEMIC CALENDAR

August 2017							September 2017						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31					1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31				

October 2017

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2017

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				


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

Year-Round Planning

Plan activities and events that keep a focus on improving attendance all year long.

- ❖ See sample activities for PreK, K-12 and district teams
- ❖ Use blank calendars to customize the plan for your community
- ❖ Remember to specify who is responsible for leading and how to measure the results

SAMPLE ACTIVITIES for K-12: rev. 3-28-23



Attendance Activities School Year Plan (K-12)

☒

School Name

School Year

Activities in the grid are examples. You can customize the plan for your school or program. For each activity, specify who is responsible for leading and how to measure the results. You can also recreate this chart in a larger format and use post-it notes to add activities as a group exercise. See the 3 Tiers of Intervention (<https://www.attendanceworks.org/chronic-absence/addressing-chronic-absence/3-tiers-of-intervention/>)

Timing	Summer (July/August)	Welcome Back (August/September)	Ongoing (Weekly)	Fall Semester (October – November)	Winter Semester (December – February)	Spring Semester (March-April)	End-of-Year (May/June)
School Team	Establish school team to address attendance. Develop a yearly attendance plan and goals. Agree on metrics to monitor for in-person and distance learning. Utilize start of school year PD days for teachers and school staff to discuss yearly plan and whole school strategies.	Conduct team meeting by the second week of school.	Hold team meetings.	Review early warning data . Ensure staff are prepared to discuss attendance in a caring manner in parent-teacher conferences, attendance improvement meetings, outreach calls and home visits.	Revisit data to measure progress and revise school-wide strategies as needed. Expand team as needed to address reasons for absence.	Ensure staff are prepared to discuss attendance in parent-teacher conferences. Assess strategies and write school improvement plan.	Review data. Share data with student's next teacher for smooth transitions and trouble shooting.
Foundational Whole School Supports	Plan welcoming traditions for incoming early grades, transition grades and new students and their families. Ensure there is attention paid to students with disabilities and other student groups with historically high levels of absenteeism.	Disseminate in-person health and safety protocols. Promote immunization activities. Establish good and improved attendance recognition schedule/process. Conduct welcoming traditions for students and families.	Coordinate with other school leaders to promote and maintain a positive school climate.	Provide a warm welcome for students who start later in the school year. Offer afterschool programs with engaging and culturally responsive curricula.	Create opportunities for students, families and staff to recharge physically and emotionally. Increase the sense of belonging for specific student groups through clubs, history months and celebrations.	Boost excitement in learning – celebrate and event such as Earth Day.	Plan end-of-year traditions including opportunities for service, e.g. students in upper grades lead tours for students entering the school next fall.
Tier I (Universal)	Promote attendance messaging during registration/enrollment. Have home visits/phone calls to build relationship and remind families about the first day of school.	Share back-to-school messaging about the importance of attendance for in-person and distance learning.	Ask staff to establish daily, weekly and monthly routines to build relationships in the classroom and welcome students back after absences. Hold weekly/monthly recognition. Ensure positive, regular communication with	During parent-teacher conference , recognize good attendance and express concerns in a supportive manner if needed. Anticipate and plan activities/supports to minimize dips in attendance during holidays. Conduct a resource fair for students and their families.	Share messaging and engaging activities around winter holidays . Use data to identify attendance dips and align events to mitigate low attendance days. Schedule mid-year activities to remind school community about attendance.	Hold parent-teacher conference student attendance check-in. Plan engaging activities and messaging to avoid the spring slump.	Communicate the importance of student attendance in last weeks of school. Acknowledge attendance successes.

<https://www.attendanceworks.org/resources/year-long-planning/>

School Practice & School Team Self-Assessments

How well does your school...

- Accurately & consistently take attendance every day
- Utilize a team to address attendance
- Provide a welcome & engaging climate
- Reach out to chronically absent students & families
- Partner with community agencies

School <u>Team</u> Self-Assessment					
Lead A Whole School Approach to Attendance	Solidly in place	Needs Improvement	Urgent Gap	Don't Know	Rationale for Rating
1. The principal makes attendance a top priority for the entire school.					
2. The group responsible for organizing the school's attendance strategy is aligned with other school teams to ensure attendance is an integral component of the school's plan to improve outcomes for all children.					
3. Our team members reflect the demographics of our school community and/or are able to bring the perspectives of the student demographics.					
4. Collectively, team members have the authority, will and skill to remove barriers and address inequities.					

Organize A Multi-Tiered Strategy	Solidly in place	Needs Improvement	Urgent Gap	Don't Know	Rationale for Rating
1. Our regular team agenda is aligned to a multi-tiered system of support.					
2. We proactively promote an engaging school climate.					
3. We have defined when Tier 2 or Tier 3 supports should be offered.					
4. We have a protocol for early personalized outreach to families.					
5. We connect students who are missing too much learning time to one adult in the school (e.g., Mentor or Family Ambassador).					
6. We have a coordinated interagency response to ensure students receive the additional support they need.					

How well does your team...

- Lead a whole school approach to attendance
- Organize a multi-tiered strategy
- Examine attendance data
- Identify barriers & inequities
- Mobilize the school community
- Monitor progress

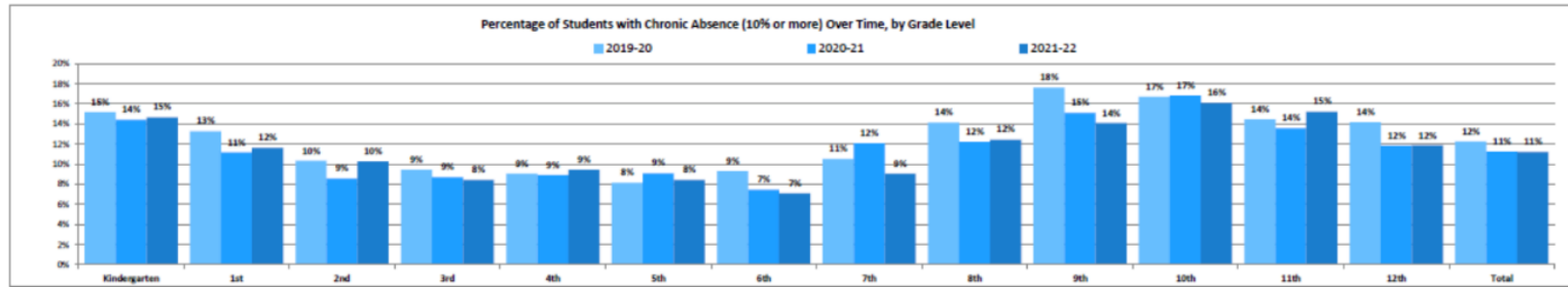
School Name: _____

SCHOOL PRACTICE SELF-ASSESSMENT: rev. 9/20/24

School Practice Self-Assessment Tool

Key Element	Solidly in place	Needs Improvement	Urgent Gap	Don't Know	Rationale for Rating
1. Accurate Data: Teachers and school staff take attendance accurately and it is entered daily into the district data system.					
2. Team to Address Attendance: Our team, led by an administrator, meets at least every two weeks to: (a) monitor attendance data and trends; (b) coordinate the school's multi-tiered attendance strategy; (c) examine the reasons for absences using quantitative and qualitative data; and (d) ensure chronically absent students receive needed supports.					
3. Engaging Climate: Our school has a welcoming and engaging climate that promotes safety, belonging, great teaching and learning, and interpersonal relationships with students, families, and staff.					

<https://www.attendanceworks.org/resources/self-assessment/>



Data Tracking Tools

What? Attendance Works District and School Attendance Tracking tools

Why? These tools will help you analyze your local data.

When? Before the new school year begins is an excellent time to examine who was chronically absent last year.

Find it here: <https://www.attendanceworks.org/resources/data-tools/calculating-chronic-absence/>



Resource Links

Attendance Works

- [3 Tiers of Intervention](#)
- [Resources](#) (handouts, toolkits, webinars)
- [Consulting and Technical Assistance](#)

Attendance Awareness Campaign

- [Campaign partners](#)
- [Promotional materials](#)
- [Sign up for updates](#)

