

District Attendance Team Yearly Planning Calendar



School District		School Year	
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This is an example of a district attendance calendar to guide the work of the district over the year. This calendar is best used by a district-level team that has responsibility for establishing policies and creating systems to ensure attendance is an integral part of school success. The district calendar can be used in conjunction with the school site yearly planning calendar. Use the blank version to create your own.

Timing	Ongoing	Summer	Welcome Back	Fall Semester	Winter	Spring
Capacity Building	Coach and support school teams to organize multi-tiered systems of support for attendance and engagement and ensure they utilize data to monitor attendance. Allocate resources to support efforts to reduce chronic absence. Identify bright spot schools and highlight effective practices.	Include attendance in start of school year PD for all staff. Provide principals with tools to lead a team in designing and implementing effective school-wide attendance strategies. Establish a year-round process to share best practices among and between school teams. Map out and agree upon how to integrate attendance into related district initiatives.	Support schools to put in place bridging activities that welcome families, offer assurances about the health and safety of the school environment and set attendance expectations. Ensure attendance is a standing agenda item for administrator meetings.	Conduct site visits to all schools, observe team functioning, identify bright spot schools and schools in need of additional supports. Develop school coaching plans based on the results of school team self-assessments. Support schools by developing and resourcing good and improved attendance recognition programs.	Document and assess the sufficiency and impact of school-level interventions and strategies across all schools. Determine how to take bright spot best practices to scale across the district. Continue to support the sharing of best practices among and between school teams.	Develop protocols for attendance as a summer school placement factor and to flag students who need attendance supports early in the new school year. Align resources to schools with high levels of chronic absenteeism.
Actionable Data	Review district data and trends by school, grades and student groups (e.g., ethnicity, ELL, disabilities). Ensure school leaders and teams have access to site level data for in-person and distance learning. Monitor accuracy of attendance data and analyze for inequitable outcomes.	Clean up data and notify school teams of chronically absent students who will be entering and returning to each school. Analyze previous year's data for disparity, trends and overall progress. Celebrate previous year's progress.	Review EOY data, and set and publicize district and school goals. Provide school teams with critical questions to consider. Develop district-wide attendance improvement plan and present to the school board. Use data on attendance for in-person and distance learning during the first weeks of school to engage in problem-solving.	Help school teams analyze attendance patterns and trends to inform school-wide strategies. Equip schools to share attendance data with students and families (e.g., parent-teacher conferences, advisory periods).	Measure district progress compared to previous years when possible. Analyze trend data, school and student data to identify attendance dips and set district-wide fourth quarter improvement targets.	Monitor attendance dip trend data and identify schools in need of additional support. Celebrate and recognize schools that are making progress and putting in place effective and innovative engagement practices.
Positive Engagement	Consistently and positively reinforce why reducing chronic absence matters for achievement. Recognize schools that are improving attendance and reducing chronic absence. Manage the attendance messaging campaign.	Establish family outreach and home visiting protocols. Develop year-round district-wide attendance messaging campaign and provide schools with messaging materials. Promote summer bridge activities that establish and strengthen relationships and provide students and families a warm welcome back to school.	Ensure that schools are utilizing messaging materials in back-to-school strategies and implementing the district's messaging campaign. Support schools to implement SEL welcome back activities. Provide schools with training, staff and the freedom to tailor activities to their site.	Develop district protocols for embedding attendance into daily school culture (e.g., classroom practices, student assemblies, parent-teacher conferences). Support schools to use their data to inform their outreach plans and ensure that families whose children are chronically absent receive positive personal outreach.	Implement district-wide winter holiday and spring break messaging campaign. Support schools to espond to common barriers to attendance.	Implement an "end the year strong" attendance messaging campaign. Support the development and implementation of end-of-year engagement activities for students and families.

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Strategic Partnerships	Develop agreements with community partners and public agencies. Make attendance an indicator for district partnership agreements.	In partnership with school teams, conduct a community asset analysis and use mapping data to identify potential partners.	Develop community partner agreements and supports for previous year's students in need of intensive Tier 3 supports. Conduct partnership trainings for schools.	In partnership with school teams, facilitate community partnerships for prevention and early intervention (e.g., Tier 1 and Tier 2) supports.	Develop community partner agreements for Tier 3 intensive interventions.	Equip summer providers to monitor attendance and address the needs of chronically absent students.
Adequate & Equitable Resources	Assess which programs and strategies have the best return on investment. Expand effective strategies and abandon ineffective ones. Maintain a list of community partners and public agencies and the schools they serve.	Recruit, hire and assign staff to schools based on levels of absenteeism. Use chronic absence and other data to differentiate financial and other types of support. Expand programming and partnerships to schools with high rates of chronic absence.	Provide transparent information to staff, students and families about the district and school level budgets and staffing allocations. Organize resource fairs at schools with high levels of chronic absence. Host listening campaigns with students and families who experience greater barriers to attendance.	Work with community partners, youth and families to put in place strategic and tailored initiatives that support the improved attendance of groups of students disproportionately affected by chronic absence.	Begin budget process for next school year and determine which schools need additional funding or staff. Work with school administrators on school improvement plans.	Advocate to close gaps in funding with local and state governments. Document effective practice, calculate the cost of expansion and share the analysis with policy makers.
Shared Responsibility	Cross-departmental district attendance team with members representing district leadership, student support, health, special education, parent engagement, etc. meets bi-weekly.	Ensure schools have a data-driven attendance improvement plan. Assess district attendance team effectiveness and make changes as needed.	Review and analyze common causes of absences that require programmatic or policy solutions identified by school teams.	Develop district-wide solutions to systemic barriers identified by school teams. Develop data-sharing agreements as needed.	Establish a district PD calendar for next school year. Monitor the effectiveness of district partnerships.	Update district attendance policies and procedures. Establish a "summer bridge" program for students transitioning to new schools.