

Appendix C: Attendance Support Activities

Year-At-A-Glance Support Activities	
Ongoing	<ul style="list-style-type: none"> Cultivate a culture of attendance through regular activities and ongoing communication with parents, guardians, staff, and students. Engage in ongoing monitoring to identify and address barriers to attendance. Acknowledge efforts and celebrate successes and improvements.
August	<ul style="list-style-type: none"> Review attendance data from June. Plan intervention for any student that missed 20+ days in the previous year: <ul style="list-style-type: none"> Review the OSR to determine appropriate program and required supports; Complete an Absenteeism Worksheet; Meet with student/parent to discuss attendance concerns and engage in collaborative problem solving to address identified barriers; Support meaningful connection between the student and a staff member; Support the student in engaging in school activities of interest.
September	<p>Attendance Awareness Campaign Plan activities throughout the first week of school that highlight the importance of regular attendance (i.e. student presentations, incentives, contests, etc.)</p>
September – October	<ul style="list-style-type: none"> School Open House to welcome parents and establish connections; highlight attendance initiatives and part of the event. Teach formal (brief) lessons to students about the importance of attendance. Monitor student attendance intervention plans created in August (review attendance, check-in and provide feedback to both student/parent). Monitor school wide attendance and begin early outreach for any students who have already experienced absenteeism (i.e. supportive discussions).
October – December	<ul style="list-style-type: none"> Monthly attendance promotion activity (i.e. class or school contest, attendance data sharing with staff and parents/guardians, student video messages)
January – February	<p><input type="checkbox"/> MINI-ATTENDANCE CAMPAIGN (Consider how student-voice can be used to share the message with students, staff, and parents. What can be celebrated? What needs more work?)</p> <p><input type="checkbox"/> Teach and re-teach formal (brief) lessons to students about the importance of attendance.</p>
March	<ul style="list-style-type: none"> Plan school-wide theme days and fun activities <i>after</i> March Break to entice students to return on time.
April – May	<ul style="list-style-type: none"> Monthly attendance promotion activity (i.e. class or school contest, attendance data sharing with staff and parents/guardians, student video messages)
June	<p><input type="checkbox"/> Review attendance data and develop lists for targeted intervention in August.</p> <p><input type="checkbox"/> Share attendance concerns as part of student transition planning activities.</p> <p><input type="checkbox"/> Plan formal activities to celebrate success (i.e. recognition of individual students, classes, staff efforts, parent involvement and support, etc.)</p>