

# Tiered Attendance Model

**SIP Goal:** will improve attendance percentage from 75.6% to 85% from June 2021 to June 2022 for all students.

1)Attendance team will monitor attendance weekly.
2)Continue the incentive program for perfect attendance (certificate and gift card).
3)Implement student recognition program through PBIS
4)Research intervention options for encouraging regular attendance

Tier 1	
	<ul style="list-style-type: none"> <li>All staff focuses on building strong relationships with students/families as the first effort to get them to come to school</li> <li>Communicate with stakeholders, families and students around the culture of attendance</li> <li>Readily address equity gaps using data based decision-making</li> </ul>
Tier 2	Action Taken
Below 96% attendance student is flagged	<ul style="list-style-type: none"> <li>Registrar pulls prior months attendance and enrollment the first day of each month</li> <li>Attendance team identifies students attending less than 90% of the month</li> <li>The Attendance Team is notified of students on the attendance watch list.</li> <li>Attendance team meets on first Thursday of each month to discuss students on the watch list</li> <li>Support are entered in <b>Panorama</b> <ul style="list-style-type: none"> <li>Team asks "What are the barriers to attendance?"</li> <li>How do we support the student and family?</li> <li>Create a plan based on student need with reinforcers, supports, visual,</li> <li>Incentivise attendance with a CHAMPION</li> </ul> </li> </ul>
Student falls Below 90% attendance and shows up on list	<ul style="list-style-type: none"> <li>Attendance Mentor assigned</li> <li>Mentor brings student down to discuss coming onto the Chronic Absenteeism list</li> <li>Incentive system discussed</li> <li>Mentor Checks list weekly to see who's attendance increased and provides them a trip to the awesome box.</li> <li>notifies IEP case manager.</li> </ul>
Below 87% attendance	<ul style="list-style-type: none"> <li>Letter sent to parent notifying them that attendance has fallen below this level.</li> </ul>

	<ul style="list-style-type: none"> <li>• Mentor meets with student, counselor and administrator to put together a plan.</li> <li>• Student is put on specific plan for improvement</li> </ul>
<b>Tier 3</b>	<b>Action Taken</b>
Below 83% attendance	<ul style="list-style-type: none"> <li>• Letter sent to parent by Lori notifying them that attendance has fallen below this level Mentor notifies Counselor student fell below 83%</li> <li>• Parent Meeting is called (Counselor and/or Admin Present)</li> <li>• Mentor, attendance clerk, counselor, admin (some combination of two)</li> </ul>
Below 80% attendance from previous year	<ul style="list-style-type: none"> <li>• Parent Meeting is called</li> <li>• Mentor, attendance clerk, counselor, admin (some combination of two)</li> <li>• Monitor Student attendance for first 8 weeks of school.</li> <li>• List of all students in this category will be provided at start of school year.</li> <li>• Mentor meets with student first week of school</li> <li>• Mentor sets expectation for year with goal of 95% daily attendance</li> <li>• Track student attendance closely for first 6 weeks</li> <li>• If student is above 90% that week, we bring them down and provide awesome box.</li> <li>• If student is above 95% in first six weeks, mentor gets to provide them a \$5 gift card for meeting 6 week goal.</li> <li>• Reinforce continually in first 6 weeks 95% attendance goal.</li> </ul>

**Staff Member Mentor**