Tier 1 Attendance Supports (All Students and Families)

General Tier 1 Strategies	Aligned Action Steps

• Direct and reliable messaging regarding student schedules and attendance expectations
• Consistent routines and acknowledgements for attendance
• Encouraging, individualized messages to families regarding student attendance
• Celebration of both students with strong attendance and students showing rising attendance patterns
• Widespread understanding of how attendance affects all aspects of a child's growth
• Ensure each student has a trusted adult relationship within the school community
• Guide families and students in designing a roadmap for achievement that includes strong attendance habits
	• Development of an attendance expectations guide that includes: Start/end times, bell schedule, tardy policy, excused vs. unexcused absences, how to report an absence, and attendance incentives
	  ○ Communicate this to students and families at the beginning of the school year and after long breaks
	• Use your student information system (SIS) to send **daily absence notifications** (text, email, and/or voicemail), include the date, course(s) missed, and call-to-action (e.g., "Please call us to clear this absence.")
	• Provide all teachers and staff with expectations around communicating about attendance. Professional development can include:
	  ○ School's vision for attendance ("We believe every day counts. Missing just two days a month adds up to 18 days — that's nearly a month of school."
	  ○ How adult behavior, conscious or unconscious can impact attendance (see this video resource)
	  ○ How to speak to families about attendance (see this video resource)
	• Open-door policy for kids seeking mental health services
	  ○ Counselors, on-site therapists, school psychologists, etc.
	• Visible campaigns and signage in the building that can align to PBIS
	  ○ Ex. "On Time, Every Day"
	  ○ When is sick too sick for school
	• Attendance contests such as: class vs. class challenges, random "on time" raffles, and similar ideas
	• Attendance recognition such as: monthly attendance "all stars" at 98% or better attendance, most improved attendance shoutouts, positive calls home, principal postcards, attendance wall of fame
	• Scheduled advisory and/or homeroom time dedicated to learning about attendance, social and emotional check-ins, goal setting, and community building
	• Creation of connection groups facilitated by a caring adult such as lunch bunch, recess connection group, or new student group
	• Robust course and extracurricular offerings to connect to student interests
	• Assign staff to greet students at the door as they enter the building
	• Review of general attendance data by administration and/or an attendance-focused team on at least a monthly basis to identify patterns

Tier 2 Attendance Supports (Students Missing 10-19%)

General Tier 2 Strategies	Aligned Action Steps

• Frequent obstacles within the school and broader community are identified and addressed
• Customized success plan for students that integrates attendance goals
• Addition of targeted attendance interventions in the student's IEP
• Home and family visits
• Both adult and peer mentors that provide positive influence
• Focused tutoring that addresses learning gaps
• Daily or periodic meetings to monitor student progress
• Enhanced learning programs
• Focused instructional groups or small groups
• Restorative practices in place of (or in addition to) traditional discipline and suspension
	• Check-In/Check-Out Program
	• Student success plans that include: attendance data (recent and historical), identified barriers (health, peer issues, transportation, etc.), student voice (what helps them get to school), interventions and supports (morning check ins, parent contact plan, etc.), names of responsible adults, student-driven SMART Goals
	  ○ Sample student success plans
	• Hold attendance meetings with student, parent, counselor, administrator, and any other influential staff members
	• Individualized incentives for Tier 2 Students driven by student input
	• Daily mentor/attendance buddy check-ins with student
	  ○ Friendly phone call or email home if student is absent
	• Partnership with outside agencies to address reasons for absence:
	  ○ Anxiety- doctor's office, school or outside therapists, online courses
	  ○ Disengagement- mentorship programs, peer groups
	  ○ Health- school nurse, school based health center, local clinic or doctor
	  ○ Transportation- bus company, parent, city/government services
	• Protocol for home visits such as: pre-visit contact, who will attend, how to develop rapport with student and family, follow up procedures
	• Potential discussion of individual students with SAP Team or other attendance focused team
	• Example of Restorative Practices that can be used
	• Resources for students with IEPS: Writing an IEP for a student with excessive absences, steps to choosing IEP goals
	• Tutoring or remediation program to address learning gaps such as: WIN (What I Need) period that occurs daily or periodically, student run peer tutoring program, teacher run peer tutoring program before and/or after school, study hall where teachers can pull students

Tier 3 Attendance Supports (Students Missing 20% or More)

General Tier 3 Strategies	Aligned Action Steps

• Committed educational allies or advocates
• Cross-agency case management services
• Assistance for maintaining stable housing
• Student attendance review committee
• Non-punitive truancy resolution court
• Personalized learning and success plan guiding students to graduate
• Law-based intervention (as a last course of action)
	• Ensure discussion of individual students with SAP Team or other attendance focused team
	• Consider the holistic needs of the student as attendance may be part of a bigger problem, such as
	  ○ Mental health, trauma recovery, academic struggles, social pressures, and family responsibilities
	• Connect students to external adult mentors in addition to those within the buildings (Boys & Girls Club, The Mentoring Partnership, or similar program)
	• Build stronger relationships with Tier 3 families through:
	  ○ Personalized outreach that moves beyond generic emails or calls
	  ○ Home visits or family conferences focused on understanding (not blaming)
	  ○ Identifying family needs to be met through community partnerships (food banks, charities, police force, etc.)
	  ○ Developing shared goals and timelines together
	• Unique scheduling to meet student and family needs (hybrid schedule, late start, early release, etc.)
	• Specialized transportation arrangements (bus pass, unique bus route, etc.)
	• Setting micro-goals that do not overwhelm the student and gradually increase over time, such as:
	  ○ Attend school 3 out of 5 days next week
	  ○ No unexcused absences for 5 consecutive days
	  ○ Be on time 4 out of 5 days
	• Weekly reflections of micro-goals accompanied by larger, individualized incentives if student meets them
	• Creation of goal wall or digital dashboard so student can monitor their progress over time
	• Plan for slips and setbacks- pause, reflect, and revise, do not instantly punish
	  ○ Emphasize having a growth mindset when it comes to attendance
	• Enlist the help of child and youth services, when necessary

	● As a last resort, file for truancy with local magistrate ○ Work with courts to build a restorative plan for the student ○ Be in attendance during the trial to support the student