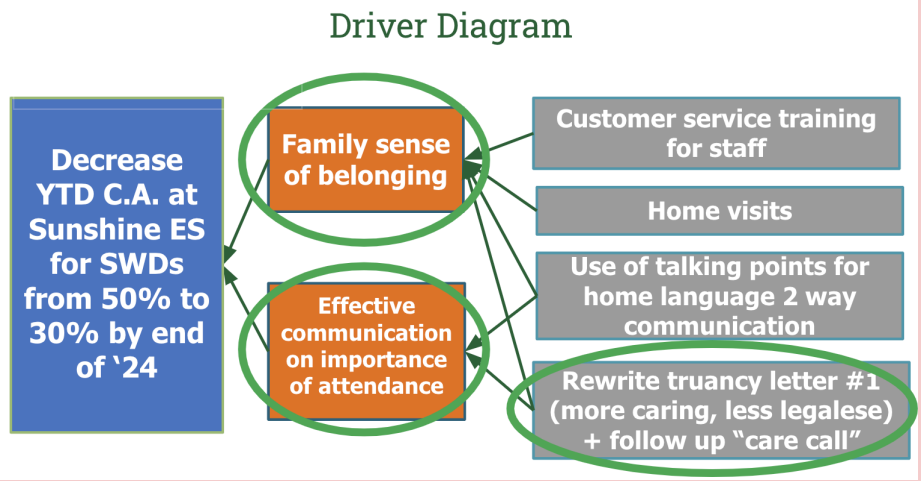
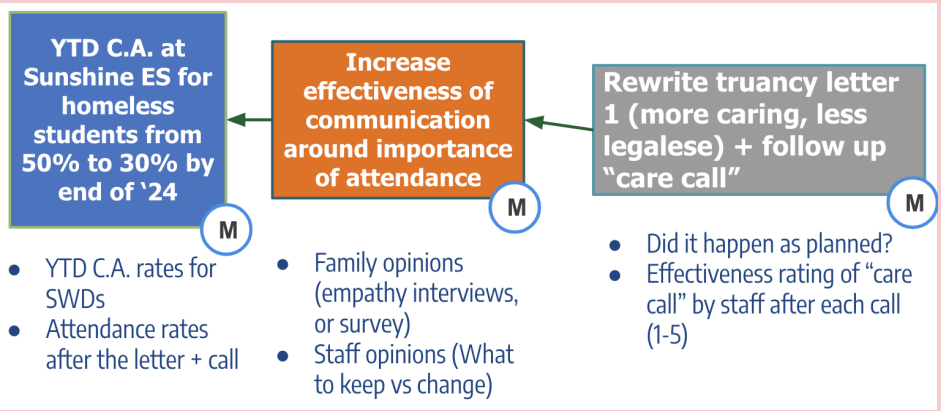
Improvement Project Charter - Chronic Absenteeism

Link or paste your responses in the Salmon colored boxes.

Critical Questions	Success Criteria
1. What is your specific and actionable problem of practice?	• A problem, without a solution already embedded • Specific • Actionable - within your control • High leverage - You would make significant progress if you could solve this problem
Students with disabilities (SWDs) have rates of chronic absenteeism that are disproportionately higher than other student groups, because the families of SWDs do not feel a sense of belonging at school and because of a lack of clear communication regarding attendance policies and the importance of attendance at school	
2. What is the team trying to accomplish? (Can include big dot and small dot aims)	SMARTE Aim statement checklist: • S - Specific (How much? for whom? Includes baseline data) • M - Measurable (Provides ongoing formative, and summative data) • A - Aspirational and Attainable (Big enough to matter, small enough to win) • R - Relevant (Compelling to those who work on it) • T - Timebound (Having a target for this school year) • E - Equitable (Towards addressing injustice, inequity, or oppression)
Decrease chronic absenteeism for SWDs at Sunshine Elementary in grades K-6 from 50% to 30% by May 2024.	
3. What changes might the team introduce and why? (Theory of improvement)	The change idea(s) chosen, need to be: • Informed by research / evidence based best practices • Logical - *If we try ..(change idea).. that will impact ..(driver) ..which in turn will lead to..(aim).* • Quick and inexpensive to test • Measurable
If ....We rewrite truancy letters and follow up with a "care call" ***Then....***we will increase effectiveness of communication and sense of belonging ***Which will lead to***….a reduction in chronic absenteeism	



4. How will the team know if a change is an improvement?	Includes measures for: 1. *Change idea* (Should include an outcome measure, could include short term process measures) 2. *Driver* 3. *Aim measures* (Both big dot and small dot aims)



All of the measures above would be collected on a monthly basis. The first "study" session will occur at the end of September, 2 months after the start of school. The plan is to then continue cycles on a monthly basis.

5. Develop a detailed prototype of your change idea (e.g. teacher moves)	Change idea prototype template

Here would be:

- A copy of the actual truancy letter
- Script/plan of the care call
- Google form for the perceived effectiveness of the care call

6. Running PDSA cycles • PDSA form	Checklist for high quality PDSAs or PDSA form with prompts

- PDSA 1 (Plan only as an example)
- PDSA 1 (All Complete)