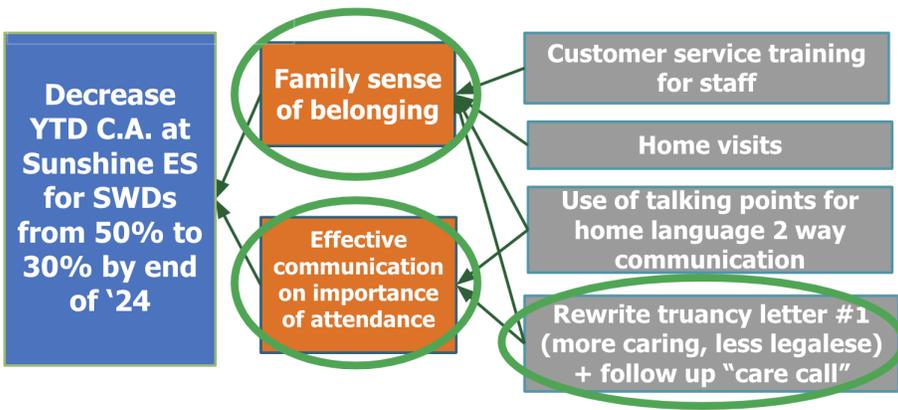# Improvement Project Charter - Chronic Absenteeism

Link or paste your responses in the Salmon colored boxes.

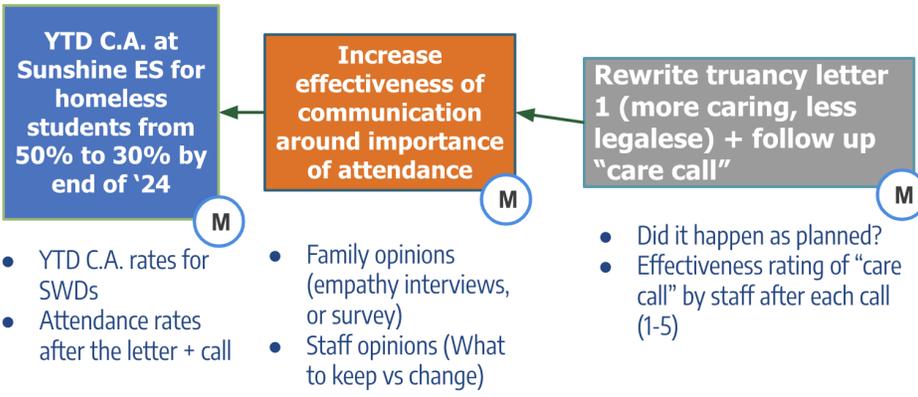| Critical Questions | Success Criteria |
|---|---|
| 1. What is your specific and actionable problem of practice? | • A problem, without a solution already embedded<br>• Specific<br>• Actionable - within your control<br>• High leverage - You would make significant progress if you could solve this problem |
| 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?<br>(Can include big dot and small dot aims) | SMARTE Aim statement checklist:<br><br>• S - Specific (How much? for whom? Includes baseline data)<br>• M - Measurable (Provides ongoing formative, and summative data)<br>• A - Aspirational and Attainable (Big enough to matter, small enough to win)<br>• R - Relevant (Compelling to those who work on it)<br>• T - Timebound (Having a target for this school year)<br>• 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?<br>(Theory of improvement) | The change idea(s) chosen, need to be:<br>• Informed by research / evidence based best practices<br>• Logical - *If we try ..(change idea).. that will impact ..(driver) ..which in turn will lead to..(aim).*<br>• Quick and inexpensive to test<br>• Measurable |
| **If ....**We rewrite truancy letters and follow up with a "care call"<br>**Then....**we will increase effectiveness of communication and sense of belonging<br>**Which will lead to**….a reduction in chronic absenteeism | |

Driver Diagram

| 4. How will the team know if a change is an improvement? | Includes measures for:<br>    1. *Change idea* (Should include an outcome measure, could include short term process measures)<br>    2. *Driver*<br>    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<br>   ● PDSA form | Checklist for high quality PDSAs or PDSA form with prompts |
|---|---|

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