



Attendance Team Quarterly Meeting Agenda

Meeting :

Meeting Attendees:

Attendance Team Meetings	
Norms	Roles
<i>Create these when you meet with your attendance team.</i>	<i>Define these when you meet with your attendance team.</i>

Attendance Data Review	
Data Presentation	Notes (Observations/Wonderings)
<p>Data to Include:</p> <ul style="list-style-type: none">- ADA by month- Chronic absence rate- Data by subgroup/demographics- Percent of students in each attendance category:<ul style="list-style-type: none">- Satisfactory (<5% absence)- At risk (5-9% absence)- Moderate (10-19%)- Severe (20-49%)- Extreme (%) <p>(Optional) Link dashboard slides here.</p>	

Attendance Data Reflection

Given the unique challenges of the past years, what are we most proud of about our attendance data?

What challenges are most evident in our current attendance data?

Do our attendance systems lead to accurate data collection?

When looking at attendance data by FRLP status, , ELL , race/ethnicity, and gender, what patterns of inequity exist? How can we adjust our systems to address these inequities?

Attendance Systems and Supports Reflection

Instructions:

1. Individually complete the Attendance Systems and Supports Rubric.
2. As a group, discuss strengths and/or improvements that the team has made over the quarter.
3. As a group, identify 13 areas of focus for the coming quarter. Create an implementation plan to improve in those areas.

Strengths/from the last quarter:

IMPLEMENTATION PLAN Focus Area 1: _____		
Task	Completed by When?	Completed by Whom?

IMPLEMENTATION PLAN Focus Area 2: _____		
Task	Completed by When?	Completed by Whom?

<div> <div>IMPLEMENTATION PLAN</div> <div>Focus Area 3: _____</div> </div>		
Task	Completed by When?	Completed by Whom?