



SILVER FALLS

SCHOOL DISTRICT

MOVING FORWARD... TOGETHER

Silver Falls School District
PK-12 Attendance Protocols

Dear Silver Falls Families, Staff, Students, and Community,

School attendance has never been more important for students in our community and yet we have over XXX students who attended school less than 90 percent of the time in the XXXX school year. The urgency around student attendance has never been clearer and our entire staff is committed to ensuring that each student attends school over 90 percent of the time. That means that your student can only miss 17 days out of their scheduled 173 to be considered a “regular attender”.

You may be asking yourself why this is so important. I want to share some statistics with you about why attending school regularly is absolutely essential to your student’s success:

1. Half of the students who miss 2-4 days in September will go on to miss nearly a month of school.
2. Absences are ABSENCES...they all add up. Even excused absences are detrimental to your student’s progress and should be avoided if possible. Schedule doctor and dentist appointments on Fridays to avoid missing school.
3. Poor attendance can influence your child’s ability to read proficiently. Early literacy efforts in the district in grades preK-2 focus daily on phonics, phonemic awareness, blending, and other reading skills. Missing just one day of literacy instruction might equate to your child not learning the sound of a letter which is essential to reading.
4. Students who improve their attendance rates also improve their chances of graduating.
5. Chronic absence has doubled in the United States since the 2021-22 school year. While COVID-19 was partially responsible for increased absences nationwide, the threat of the disease has been reduced by improved testing and treatment for the disease. We have returned to our traditional [OHA Exclusion Guidelines](#).
6. Research shows that missing just 10% of school days can have a negative impact on academic achievement.

We are committed to increasing student attendance and achievement, but we need your help. As we begin to put our updated attendance procedures in place, you are going to get more communication from the school regarding your student’s attendance. Your attention to ensuring that your student attends school and reaching out when you need assistance will enable us to reach our goal **together**. We understand that at times you face challenges and may need our help. We are here for you and stand ready to lend a hand.

Thank you for partnering with us as we begin the process of ensuring that each student in the Silver Falls School District has the opportunity to thrive!

Kim Kellison

Superintendent

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Purpose:

The purpose of this protocol is to have clear, consistent expectations which are used at all PK-12 Silver Falls schools. The ultimate goal is to provide parents with a consistent minimum policy at all buildings and levels that will enhance school attendance and promote student achievement.

District Policy and Updated Laws:

Senate Bill 819 - At times students are placed on an abbreviated day as an accommodation to help them be more successful in school. The legislature passed SB 819 in July, 2023 which now places more strict parameters around an abbreviated day for students who are on an IEP or 504. Here are a few highlights of this new legislation:

1. Senate Bill 819 (SB 819) is an Oregon law that is set to modify the requirements of Abbreviated School Day Programs for students with disabilities. The bill creates new provisions and amends requirements related to abbreviated school day program placements that exist under the current statutory framework established by ORS 343.161.
2. The law now emphasizes the right of students with disabilities to have meaningful access to the same number of instructional hours or educational services as the majority of students in the same grade in the student's resident school district. This is reflected in the definition of an "abbreviated school day" and "abbreviated school day program".
3. Any abbreviated day program requires written parental consent prior to placement.
4. [**SB 819 Resources From ODE**](#)

District Attendance Policies:

1. Compulsory attendance is required by law in the State of Oregon for students who are ages 6-18 who have not been issued a diploma yet. Our policies regarding student attendance can be found at the following links:
 - a. [SFSD Policy JE Attendance](#)
 - b. [SFSD Compulsory Attendance](#)
 - c. **ADD YOUR SCHOOL HANDBOOK**
 - d. [ORS 339 Compulsory Attendance](#)
 - e. [ORS 163.577 Failure to Supervise](#)
 - f. [ORS 339.095 Required Procedures - Violations of Attendance](#)



Attendance Handbook Basics

DISTRICT ATTENDANCE PROCEDURES

Attendance Calculations

Full Day Absence: missing 51% or

Please reference the Attendance Handbook online for complete procedures:

[Attendance Google Drive](#)

More of the day

Half Day Absence: missing 25%-50% of the day

Class Absence: missing more than 25% or more than 15 minutes of the class period

Tardy: not present at the start of class and arriving prior to the completion of 25% of the class period

Attendance Definitions

Excused Absence: reason has been provided by a parent/guardian verbally or in writing prior to the absence or within three days after return. *See chart on back.*

Unexcused Absence: means parent/guardian provided no excuse within three days after the student returned to school or those presented fell outside excusable absences as determined by the district. *See chart on back.*

Authorized Absence: an absence from class while participating in an instructional activity such as a field trip, outdoor school, testing or school event.

AUTODIALER PROCEDURES

Auto-Dialer Call Information

Parents/guardians of students with unexcused absences are called via the Auto-Dialer calling system daily.

Auto-Dialer Caller Times

K-5th calls begin at 10:00 am daily.
6th-12th calls begin at 4:00 pm daily.

Parent Messages

Parents have the option of communication via ParentSquare to explain their student's absence. School staff should update Synergy accordingly.

Elementary & K-5 Schools on Daily Attendance

- Attendance must be taken at the beginning of the school day and again after lunch.

- Attendance reasons, early dismissals and tardies, must be updated in Synergy by 9:55 am pm daily.

- Automated attendance calls begin at 10:00 am daily.

6-12 Schools on Period Attendance

- Attendance must be taken at the beginning of every class period.

- Attendance reasons, updates and tardies, must be updated in Synergy by 4:55 pm daily.

- Automated attendance calls begin at 4:00 pm daily.

When to Take Attendance

Teachers are to take attendance within the first 10 minutes of each class period.

Marking Absences Excused

When a parent /guardian appropriately notifies the school of a student's absence and the student's absence is excused (as defined in the Attendance Handbook), it **is required** that the school mark the absence in Synergy as excused. Every absence is considered unexcused in Synergy unless it is specifically marked as excused.

10 Consecutive Days Absent Withdrawal

When a student has been absent for 10 consecutive days, the student **must be withdrawn** from the rolls. **A student who is absent from school but completing assignments at home, must still be withdrawn as required by state law.**

Enter the **Leave Date** as the student's last day of attendance, and use the 3E code for 10 Days+ absent. The Oregon Administrative Rule regarding withdrawing students states the student must be withdrawn no later than the 11th day.

Home Instruction

A student who is receiving tutoring from a licensed teacher provided by the district must be withdrawn after 10 consecutive days of absence but may be re-enrolled for part-time instructional hours. Please refer to State Reporting staff at extension 3408.

Attendance Letters

Form letters are available for schools to use when communicating with parents/guardians regarding excessive absences and/or tardies. **Remember to attach any attendance letter sent home in Synergy under Student Demographics Documents Tab.**

Abbreviated Day

Students who are on an IEP or 504 must attend school full day unless we have a written plan in place that includes regular IEP/504 meetings, parent consent, approval by the Director of Student Services, Ryan Chandler and a superintendent's review each 90 days.

Attendance Handbook Basics



Code	Description	Definition	Type		Code	Description	Definition	Type
UT	Class Tardy	Tardy marked by teacher	Unexcused Tardy		ET	Excused Tardy	Student is tardy for any reason considered excused as an absence but has arrived within 25% of the class/period session	Excused Tardy
UA	Absent	Absent marked by teacher	Unexcused		EA	Excused Absence	Student is Absent for any reason considered excused	Excused
FA	Family Emergency	Student absent from class due to family emergency	Excused		AP	Appointment	Doctor, Dentist, Counseling Outside of School building	Excused
FR	Funeral	Student Absent because attending funeral	Excused		HX	Health Exclusion	Student Absent due to immunization exclusion, head lice, chicken pox, etc.	Excused
EI	Illness or Injury	Student or member of family is sick (state law)	Excused		HR	Health Room	Student absent and in Health Room/Nurses Station	Excused
ED	Athletic Event	Authorized School athletic event	<i>School Activity</i>		FT	Field Trip	Student is absent from class because of a class trip	<i>School Activity</i>
CA	Counselor	Student is absent due to appointment with school counselor/personnel	<i>School Activity</i>		IA	In Building	Student absent due to preparing for or attending school event (i.e. assembly, etc.)	<i>School Activity</i>
IS	In School Suspension	Student absent from class due to in school suspension	<i>School Activity</i>		SA	Out of School Suspension	Student is suspended out of school	Excused

"School Activity" type codes are authorized codes and count students as attending school and do not send auto-dialer phone calls home.

Codes in **Bold** print have been newly added

Pandemic Codes: - No Longer Used

PC – Pandemic Choice: Parent/Guardian choice to keep student out of building

PI – Pandemic Illness: Student or family member in quarantine

RP – Remote Present: Remote access to instruction due to pandemic related issues

District Attendance Requirements/Goals

Elementary teachers are required to take attendance prior to 9:00 am and all absences are to be recorded in Synergy. The district goal for student attendance is 90 percent which means that students can only miss 17 days of school per year to be considered a regular attender.

Secondary teachers are required to take attendance within the first ten minutes of class. All absences and tardies must be recorded in Synergy.

All students in grades 6-11 are required to have a full schedule due to SB 819, unless an abbreviated day plan is in place which includes prior parent consent. Students in grade 12 must have a schedule that is at least five periods in length due to requirements by ODE. High school students who work outside of school can have a work study period assigned which can count towards elective credit and does not negatively impact an abbreviated day schedule.

District Tier One Attendance Procedures - Teachers/Counselors

1. Positive Phone Call Home Script - This script is to be used as a check in on a student who has been absent and should be **empathetic**, building the relationship between teacher, counselor and the family. This phone call is not to address attendance issues directly, but just as a way to offer assistance or positive comments about the student. Here is a sample script for this type of phone call:
 - a. "I had a few minutes before my next class, and I thought I would give you a quick call to let you know how great it is to have _____ in my class." Then give a few positive details about the student.
 - b. This can be left as a voicemail or sent as an email through Parent Square.
 - c. Please note this conversation in Synergy under the **Student Contact Log**.
1. Teachers should explicitly teach students about good attendance in school. Here is a scope/sequence about attendance expectations:
 - a. Step One - Review Schoolwide Expectations. 90% district goal for student attendance.
 - b. Step Two - Teach expectations for specific settings.

Be Safe	Be Respectful	Be Responsible
Come to school unless you have a fever or are throwing up.	Be on time. This is respectful to your class and teacher.	Be ready to learn. Set a routine for bedtime and morning. Plan to be on time every day. Have a backup plan for missing the bus or other issues.

- c. Step Three - Explain to students why attendance is important.
 - o Excellent Attendance - 95% or better which means you miss five days or less per year.
 - o Good Attendance - 90-94% or you miss less than 17 days per year. This is our baseline goal for students.
 - o Chronic Absenteeism - 80-89% attendance rate.
 - o Severe Absenteeism - Less than 80% attendance rate. Students in this category are missing important skills and concepts that are taught daily in schools. It is difficult to make up for missed work. Friendships and belonging suffer because it's hard to make friends when you miss this much school. Setting good attendance habits early will help you later in life with college and work.
- d. Step Four - When to come to school and when to stay home.
 - o Come to school daily unless you are seriously ill, throwing up, or have a fever.
 - o Dental and doctor appointments should be done on non-school days or after school.

- Role play scenario - night and morning routines should be discussed and other ways to help yourself get up and ready.
 - Discuss limiting digital screen time prior to bed and getting enough sleep (9-11 hours).
2. Group Rewards/Individual Acknowledgment (See School Tier One Flowchart)
- a. Class or group rewards as designed by building administrators will help encourage good attendance by group.
 - b. Students with attendance over 95% will receive a monthly certificate.
 - c. Students with improved attendance will receive a certificate.

District Attendance Procedures - Attendance Secretaries

1. The attendance secretary will complete the following tasks to assure that attendance in the building is processed regularly:
- a. Pull a daily attendance report that shows student attendance:
Elem - ATD403 Sec - ATD401
 - b. Call home on students who were absent that day. This is not an auto dialer call, but a personal call.
 - c. Once a student has eight unexcused half day absences, the attendance secretary shall generate attendance letter number one and mail home.
 - d. Create an attendance list in **Groups** for chronically absent students and update weekly.
 - e. Attendance secretaries can only excuse ten absences in a six-month period according to ORS [ORS 339.065](#).
 - f. Communicate tardies to the athletic directors in the middle and high school.
 - g. Pull a weekly attendance report every Monday and submit it to the building principal or designee assigned to monitor or improve attendance.
Elem - ATD402 Sec - ATD401
 - h. Monitor student attendance list and refer students who fall below 90 percent to the counselor for a student empathy interview (secondary) or phone call home to parents (elementary). You can use **ATD425** for this report.
 - i. Prepare an attendance contract for secondary students if requested by the counselor or principal. Sample in the Attendance google drive.
 - j. Generate and send letter number two for students who have persistent attendance problems.
 - k. Create a weekly list of parents that the principal or vice principal need to call regarding chronic absenteeism.
 - l. Schedule parent conferences for the principal for severe chronic absenteeism.
 - m. Track students who have severe absenteeism and refer to the school resource office for home visits and well checks.
 - n. Collaborate with the building principal to refer the most severe cases to the superintendent for evaluation and parent conferences.

Attendance Flowcharts:

1. Tier One - This tier is designed to inspire student attendance by encouraging and rewarding exceptional attendance either individually or by grades/classrooms. This system will vary depending on the school and can include the following:

- a. School wide competitions for attendance performance with prizes going to the top class or grade.
- b. Individual certificates for exceptional attendance sent home to students with attendance above 95%.
- c. Emails home with positive feedback for students who have improved attendance.
- d. Resources and support for families who struggle with basic needs and need wrap around services to support good school attendance.
- e. See Ways of Being rubric for attendance standards.

2. Tier 1 Attendance: The following strategies will be implemented by staff at **ADD YOUR BUILDING INFORMATION FOR TIER 1** to encourage positive attendance habits from all students.

Classroom

School

PBIS

Caring Schools

Conscious Discipline

2. Tier Two/Three Flowchart:

Checklist for Chronic Absenteeism:

- a. The building attendance secretary will call home daily for students who were absent. This is not an auto dialer call. (This might be difficult in large buildings.)
- b. Weekly absence report is generated on Monday morning showing students who have more than four full days or eight half days of unexcused absences.
- c. Attendance secretary creates and sends letter one to students who have more than four full days or eight half days of unexcused absences. Letter number one is noted in Synergy under the Student Documents Tab

Student

Menu

Student Name: **Chandler, Ryan** School: **Winston Middle School** Homeroom: Teacher: Enrollments: Age: **13 yrs 1 mths** Case Manager: **Stever, James**

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes **Documents** Student Contact Log Notes

Last Name (Legal) First Name (Legal) Middle Name Suffix Student ID Grade Gender Preferred Pronouns

Chandler Ryan 121928 08 Male

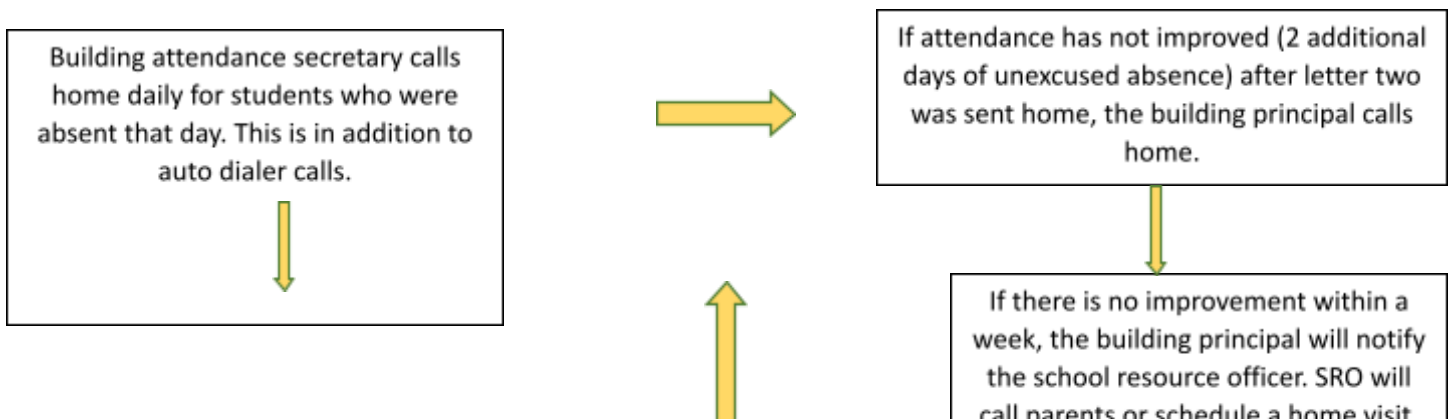
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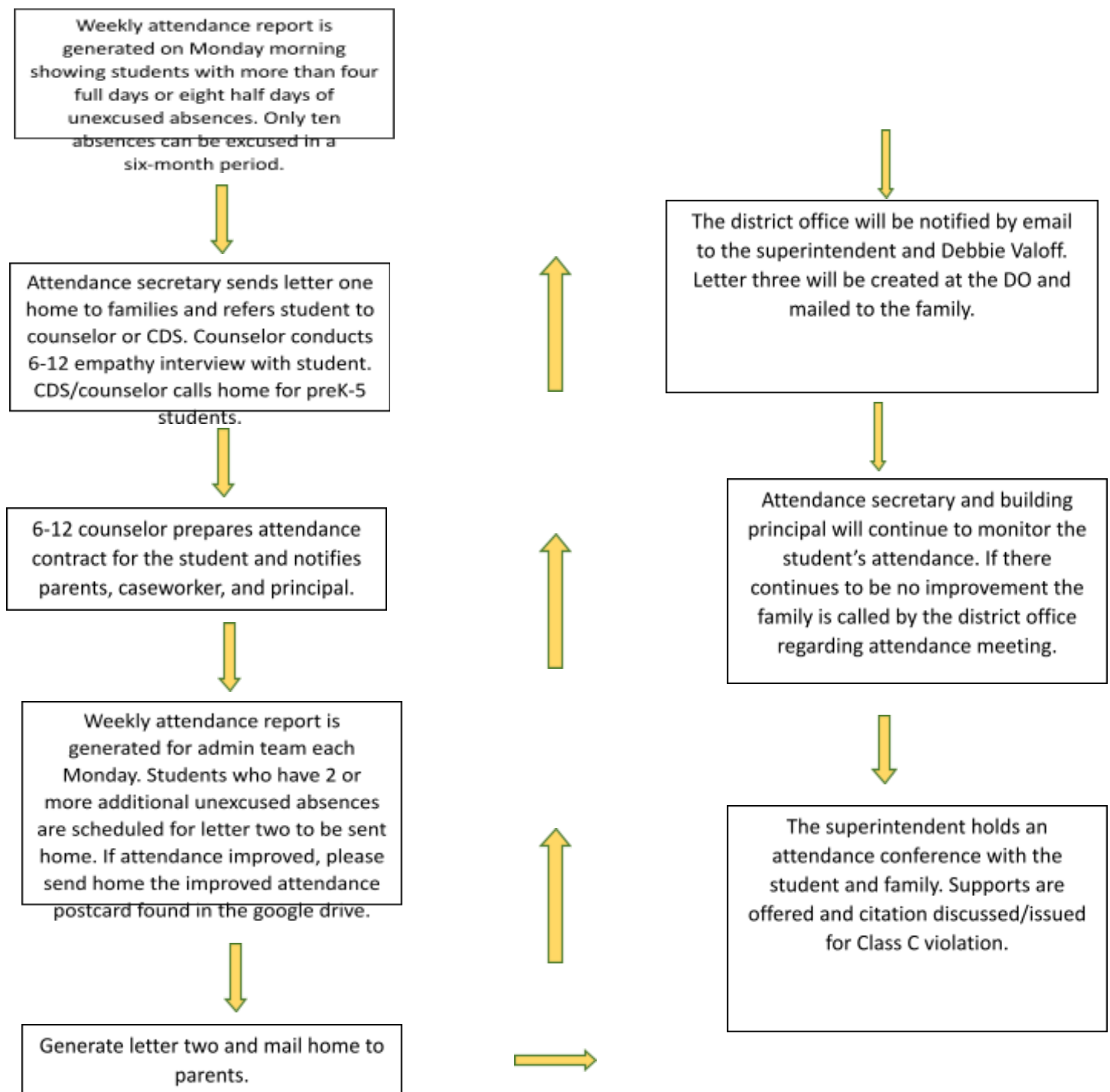
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- d. Students with an attendance letter one sent home are referred to the building counselor for an empathy interview or parent call home.
- e. Counselor may place the student on an attendance contract if appropriate. This is optional and only necessary for students in grades 6-12.
- f. Weekly attendance report is generated for the administration team on Monday. Students who show further declining attendance (2 additional unexcused absences) are scheduled for letter two to be sent home. For students who show improvement, please email the improved attendance postcard found in the google drive.
- g. Generate letter two and mail home to the parent/guardian.

- h. If attendance has still not improved (2 additional unexcused absences) after letter two was sent home, the principal or vice principal in charge of attendance will call home.
- i. If no improvement within a week, the building principal will notify the school resource officer. SRO will call parents or schedule a home visit.
- j. The district office will be notified by email to the superintendent and Debbie Valoff. Letter three will be created at the district office and mailed.
- k. Attendance secretary and building principal will continue to monitor attendance. If there continues to be no improvement, family will be referred to Debbie Valoff for a superintendent's conference. Supports for family will be offered and citations will be discussed or issued at this meeting if appropriate. Failure to maintain school attendance for your child can result in a Class C violation and fine under [ORS 339.080](#).
- l. Conference is held with the superintendent. Fines can be waived by the superintendent if parents attend the meeting and engage in strategies to improve attendance.
- m. Social services and barriers are addressed during the meeting and the family is referred to other agencies for assistance.

Tier Two/Three Attendance Flowchart





Attendance Letter One: Please add building letterhead prior to sending.

Dear Parent/Guardian of [Student Full Name],

Student attendance in the first months of school can set a trend for the year and is the leading indicator for future success. We are here to support you!

It’s important to know that missing 2 days a month adds up to 18 days a year, which is considered Chronically Absent. And, students who attend regularly are more likely to stay on track.

[Student First Name] was absent [number of state absences] days so far this school year. Together, we can have a big impact in helping [Student First Name] maintain regular attendance, and we appreciate your help.

Please contact us if there are issues impacting [Student First Name]’s attendance.

Sincerely,

[Principal’s name]
[Principal]
[District or School]

[Student First Name]’s absences compared to classmates so far this year.*

[Student Absences]	[Ave Absences]
[Student Name] number of absences	Average Number of Absences of Peers

Attendance Letter Two - Add building letterhead prior to sending.

*****ATTENDANCE SUPERVISOR’S IRREGULAR ATTENDANCE NOTICE*****

«DATE»

Parent Name

Parent Address

Dear «PARENT_NAME»:

A determination has been made that your student, «FIRST_NAME» «LAST_NAME» is not maintaining regular attendance as required by ORS 339.065.

Regular attendance is defined by the Oregon Law as attendance which does not include more than eight unexcused one-half day absences or the equivalent in any four-week period when school is in session. According to the school attendance records, your student has had «ABS» unexcused absences from school.

Your student is required to attend school per their designated study program no later than the next school day following your receipt of this notice and maintain regular attendance for the remainder of the school year.

Please be advised that failure to send your child to school can be a Class A violation under ORS 163.577 (Failure to Supervise) and may result in a citation issued by the Superintendent or school resource officer.

We do not want your student to fall behind in school and get discouraged. Please ensure that your student attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- Make sure your children keep a regular bedtime and establish a morning routine;
- Limit screen time two hours prior to bedtime;
- Lay out clothes and pack backpack the night before;
- Ensure your student goes to school every day unless they are truly sick;
- Avoid scheduling vacations or doctor's appointments when school is in session;
- Talk to teachers and counselors for advice if your student feels anxious about going to school;
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Let us know how we can best support you and your student so that they can show up for school on time every day. We want your student to be successful in school! If you have any questions or need more information, please contact your student's school.

You may request an evaluation to determine if your student should have an individualized education program (IEP), or request a review of your student's current IEP.

Sincerely,

Principal (Insert School)

****SUPERINTENDENT'S NOTICE OF COMPULSORY ATTENDANCE NONCOMPLIANCE****

June 9, 2025

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Dear Click or tap here to enter text.:

According to our records, you were notified by the building principal on Click or tap to enter a date. that your student Click or tap here to enter text., has failed to maintain regular school attendance as required by Oregon Compulsory Attendance laws.

Your student was required to appear in school no later than the next school day following your receipt of that notice and maintain regular attendance for the remainder of the school year. District records indicate your student continues to be absent from school.

The superintendent or designee may issue a citation for your continued violation of Oregon's Compulsory Attendance law for failure to supervise your student through providing consistent access to education.

A student is required to regularly attend a full-time school. Failure to send that student to school and to maintain the student in regular attendance is a Class C violation under ORS 339.090.

You [did not request an evaluation of your student's individualized education program (IEP) or a review of your student's current IEP]. [requested an evaluation to determine if your student should have an individualized education program (IEP). [requested a review of an existing IEP for your student] and the requested evaluation or review was completed on [date].]

In accordance with law, you and your student are required to attend a conference with Kim Kellison, Interim Superintendent on Click or tap to enter a date. At Click or tap here to enter text. to discuss:

- Oregon's compulsory attendance law and your student's attendance record
- Reasons for your noncompliance
- Development of a plan for improvement
- Resources available to help your student be successful in school, referrals to other agencies as may be needed and such alternative education information as may be required by law
- Any questions you may have concerning the potential consequences for continued noncompliance with Oregon's compulsory attendance law, as set forth above and as provided in Board, student conduct and truancy policies.

If this time does not work for you, please email Debbie Valoff at valoff_debbie@silverfalls.k12.or.us.

Failure to attend this conference or failure to send your student to school and to maintain your student in regular school attendance following this conference will result in the issuance of a citation to you, as provided by law.

Sincerely,

Kim Kellison
Superintendent

Date Served _____

By _____